



Connect. Engage. Impact.

ELIGIBILITY

TEI events are open to members of TEI and other in-house tax professionals. Individuals engaged in private law, accounting, or other consulting practice, as well as government employees, are ineligible to attend.

FEES (in U.S. \$)

Full Course Registration (1st person from your organization):

Early-Bird Rates – Register by May 17, 2024

- Member - With Lodging \$2,750
- Member - No Lodging \$2,400
- Non-member - With Lodging \$2,900
- Non-member - No Lodging \$2,500

Regular Rates – Register after May 17, 2024

- Member - With Lodging \$2,950
- Member - No Lodging \$2,600
- Non-member - With Lodging \$3,100
- Non-member - No Lodging \$2,700

TEAM DISCOUNT:

TEI is offering a Team Discount for companies that would like to send multiple registrants from the same organization. To take advantage of this discount, please select "Subsequent Registrant" during the registration process for the second and subsequent registrants from your organization to receive the discounted rates. You must have one registrant at the Full Course Registration fees to earn the second and subsequent registrants the discount.

Early-Bird TEAM Rates

Register by May 17, 2024

- Member - With Lodging + TEAM Discount \$2,400
- Member - No Lodging + TEAM Discount \$2,000
- Non-member - With Lodging + TEAM Discount \$2,500
- Non-member - No Lodging + TEAM Discount \$2,100

Regular Rates – Register after May 17, 2024

- Member - With Lodging + TEAM Discount \$2,600
- Member - No Lodging + TEAM Discount \$2,200
- Non-member - With Lodging + TEAM Discount \$2,700
- Non-member - No Lodging + TEAM Discount \$2,300

2024 Federal Tax Course - Level 1

REGISTRATION FORM

The registration fee covers course materials and other items specified in seminar announcement. Applications will be accepted on a first-come, first-served basis. Registrants are encouraged to register via www.tei.org. Credit card registrations may be scanned and emailed to: meetings@tei.org. If registering by check, make checks payable to Tax Executives Institute and mail to Tax Executives Institute, Lockbox 9407 PO Box 70280, Philadelphia, PA 19176-0280. Photocopy and send separate forms for multiple applications. **Do not mail applications to TEI's street address.** Questions? Call 202.638.5601 or email meetings@tei.org

Name _____

Nickname for Badge _____

Company _____ Title _____

Mailing Address _____

City, State, Zip (Province, Zone) _____

Telephone _____ Fax _____

Email _____

PAYMENT INFORMATION

Charge to: VISA Mastercard AMEX Discover Diners Club

Card Number _____

Exp. Date _____ CVV _____

Cardholder Name (print) _____


Signature _____

If faxing your registration using a credit card, please do so between 9:00 am and 4:00 pm to ensure confidentiality. Fax number for registrations and cancellations is 202.638.5607. This form can be scanned and emailed to meetings@tei.org.

Cancellation Policy: All cancellations must be made in writing by 4:00 pm ET on May 24, 2024, and will be subject to an administrative service charge of \$75 (U.S.); for cancellations after May 30, 2024. TEI encourages registrants or their employers to send a substitute to avoid this cancellation penalty. Cancellations or substitutes must be received in writing to meetings@tei.org. Refunds of credit card registrations, less administrative charge, will be made to the purchasers credit card account. TEI's Federal Taxpayer ID Number is 52-0239291.

Substitutions will be permitted for registrants who are unable to attend the course. To request a substitution, please email meetings@tei.org with the names of the registrant and his or her substitute. The substitution fee is \$50 per registrant.

In accordance with section 274(n) of the Internal Revenue Code, registrants are notified that the portion of the seminar registration fee attributable to food and beverage is \$400 (U.S.)

 Please check here if you require special accessibility or assistance at this function. We will contact you.