

REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

UNDERSTANDING IRS PAYROLL REGULATIONS
FOR SCHOOL DISTRICTS AND MUNICIPALITIES

Approved by DCA - CMFO, CCFO - 4 CEU'S - 4 Accounting
Approved for CPEs RMA, CPA, PA - 4 CPE's - Accounting & Auditing

APRIL 26, 2019 - JUMPING BROOK COUNTRY CLUB, NEPTUNE NJ

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. #
Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or
without a check, No need to send us your voucher for a separate signature because this form has been approved by
the DLGS Local Finance Board and meets the requirements for certification of performance of service

Registration & Breakfast Buffet 9am to 9:30am - Seminar Timetable 9:30 am - 12:50 pm
Worker Classification: Employee or Independent Contractor?

Employee Considerations:

- Common Law Rules, Specific Federal Tax Statutes, Section 218 Agreement
FIRE System: Filing Information Returns Electronically: System Available 24 Hours, 7 Days a Week
Forms & Filing Requirements: Secure Form I-9, W-4 Before Paying Employees
File Forms W-2 and W-3
Review of Form 941, Employer's Quarterly Federal Tax Return
Review of Form 944, Employer's Annual Federal Tax Return
Elected Officials: How Should Their Earnings be Reported?
Backup Withholdings-IRS Code Section 3406 Reviewed
Non-Accounting Allowances (Including paying volunteers
And More!

SPEAKER: Vincent Urciuoli, IRS Agent, Federal/State/Local Government Specialist
Always check our web site the day before the Seminar to make sure Seminar is Scheduled!

Directions on our web site - "http://ipd2.com"

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

Mail Checks to: Institute For Professional Development, PO Box 1468 Clifton, NJ 07015 (973)-777-4200

I wish to register for the April 26, 2019 IRS Payroll Regulations Seminar

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FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy -48 Hrs in advance of seminar, in writing* During inclement Weather, Call day before

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 125.00 per person Registration At Door \$ 150.00

NAME TITLE

ADDRESS

Organization or Government Unit Telephone Number Fax Number

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law
That the within bill is correct in all particulars, the articles
Have been furnished or services rendered as stated herein, that
no bonus has been given or received by any person or persons
within knowledge of this claimant in connection with the above
Claim and that the amount charged is a reasonable one.

Just mail your check with this application form
you do not need to send your Voucher for a separate
signature since the presigned certification
on the left can be attached to your Voucher in lieu
of sending it to us for a signature. This form has
been determined by DLGS to meet the requirement
of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401