

## FAST & EASY REGISTRATION

**BY PHONE**  
Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Call (256) 765-4UNA (4862) or 1(800)-825-5862, ext. 4862. We accept American Express, Discover, MasterCard and Visa. We also accept company purchase orders.

**IN PERSON**  
During our office hours, come by our office in the UNA East Campus building at 1640 Tune Avenue, Florence.

**VIA FAX**  
Simply fax the attached registration form any time, day or night to (256) 765-4872. All fax registrations require a credit card number unless the course is being invoiced to your company.

**ONLINE**  
To register online, visit our website at [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)

**MAIL**  
Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

**Cancellations:** If you must cancel, notify us three days in advance for a **full refund**. Later cancellations may receive credit toward future workshops if requested by the date of the seminar less a \$50 cancellation fee. Participant substitution may be made at any time.

### Registration Form

If registering more than one person, please list additional names and information on an attached sheet or duplicate this form.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Mailing Address  Home  Work \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Payment Method:

Check Enclosed (payable to UNA) *Please include course name on lower left side of check.*

Please invoice company above. If different address than mailing, please provide:

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Purchase Order | <input type="checkbox"/> Money Order | <input type="checkbox"/> Visa             |
| <input type="checkbox"/> MasterCard     | <input type="checkbox"/> Discover    | <input type="checkbox"/> American Express |

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Authorized Signature \_\_\_\_\_

PLEASE REGISTER ME FOR THE FOLLOWING SEMINARS:

- Mastering Payroll I Course No. 09-A0527 • May 27 & 28, 2009 • Cost: \$299
- Mastering Payroll I Course No. 09-A0729 • July 29 & 30, 2009 • Cost: \$299
- Mastering Payroll II Course No. 09-A0603 • June 3 & 4, 2009 • Cost: \$299
- Mastering Payroll II Course No. 09-A0810 • August 10 & 11, 2009 • Cost: \$299
- Mastering Internal Controls & Fraud Prevention Course No. 09-A0511 • May 11, 2009 • Cost: \$199
- Mastering Internal Controls & Fraud Prevention Course No. 09-A0731 • July 31, 2009 • Cost: \$199

**DISCOUNT**  
when registering for all three  
Payroll classes:  \$750

Please make as many copies of this form as you need.



University of North Alabama  
Continuing Studies & Outreach  
UNA Box 5036  
Florence, AL 35632-0001  
(256) 765-4862

[www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)

**Register Today!**

Call 1-800-825-5862, Ext. 4862  
or (256) 765-4862

[www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)  
*Please pass this on or copy it for other  
colleagues who may be interested.*

UNA is an Equal Opportunity/Equal Access Institution

## UNA'S PAYROLL CERTIFICATE PROGRAM MASTERING PAYROLL I • MASTERING PAYROLL II MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

Birmingham, Alabama & Montgomery, Alabama

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University of NORTH ALABAMA

# UNA'S PAYROLL CERTIFICATE PROGRAM

- MASTERING PAYROLL I
- MASTERING PAYROLL II
- MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

**Birmingham, AL & Montgomery, AL**

*Continuing Studies & Outreach  
because learning is a lifelong pursuit.*



# UNA'S CERTIFICATE IN PAYROLL

## MASTERING PAYROLL I

### COURSE TOPICS

- Who is an employee?
- Federal v. state laws
- Paying employees
- Required payroll data
- Form W-4 and state withholding forms
- Withholding and depositing taxes
- Filing federal reporting forms
- When wages are taxable
- Other federal and state requirements
- Journal entries

**Course Number:** 09-A0527

May 27 & 28, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: Hampton Inn Colonnade, 3400 Colonnade Pkwy., at US 280, Birmingham, AL 35243

Approved for 16 CPE hours

**Course Number:** 09-A0729

July 29 & 30, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: Hampton Inn Montgomery – East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

Approved for 16 CPE hours

## MASTERING PAYROLL II

### COURSE TOPICS

- FIT Withholding
- Fringe benefits
- Expense reimbursements, advances and allowances
- Personal use of company cars
- Deferred compensation and "cafeteria" plans
- Disability v. third-party sick pay
- Taxing and reporting life insurance benefits
- Imputed income and gross-up for cash payments
- Imputed income and gross-up for fringe benefits
- Voluntary v. involuntary deductions
- Basics of workers' comp insurance

**Course Number:** 09-A0603

June 3 & 4, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: Hampton Inn Colonnade, 3400 Colonnade Pkwy., at US 280, Birmingham, AL 35243

Approved for 16 CPE hours

**Course Number:** 09-A0810

August 10 & 11, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: Hampton Inn Montgomery – East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

Approved for 16 CPE hours

## MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

### COURSE TOPICS

- Employee inventory theft
- Preventing employee theft
- Check fraud and fraud schemes
- Credit card fraud
- How vendors can cheat you
- Accounting Fraud and the Sarbanes-Oxley Act of 2002
- Asset Misappropriation Frauds
- Fraudulent Financial Reporting

**Course Number:** 09-A0511

May 11, 2009 • 8:00 am – 4:30 pm • Cost: \$199

Location: Hampton Inn Colonnade, 3400 Colonnade Pkwy., at US 280, Birmingham, AL 35243

Approved for 8.0 hours A&A CPE

**Course Number:** 09-A0731

July 31, 2009 • 8:00 am – 4:30 pm • Cost: \$199

Location: Hampton Inn Montgomery – East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

Approved for 8.0 hours A&A CPE

### FEES INCLUDE:

Fees include textbooks, a continental breakfast, refreshment breaks, and a certificate of attendance for each course. Lunch is on your own. A mounted plaque is awarded to the participant upon completion of the 40 hour program (A quiz is required for each course with a passing grade of 70%; quiz may be retaken if necessary). Less than \$20 per hour!

Discounts are available when registering for the complete certificate program. Call for details. You do not have to participate in the certificate program to attend the classes. 256-765-4862 • [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)

### Who Should Attend?

Payroll managers, payroll clerks, accountants, benefits professionals, human resource managers, personnel managers, business owners, managers, controllers and bookkeepers.

### Meet Your Instructor:

**Dr. Mark Lawrence, CPA, CMA, CFM, CB** has been a Professor of Accounting at the University of North Alabama since January 2004. Prior to joining UNA, Dr. Lawrence was an Adjunct Professor in Accounting at the University of Alabama at Birmingham, Jefferson State Community College, and Faulkner University. He has over 20 years of professional accounting experience working for Sonat Inc., Southern Natural Gas Company, El Paso Corporation, and Vulcan Materials Company. He is a member of the American Institute of Certified Public Accountants (AICPA), the Institute of Management Accountants (IMA), the American Accounting Association (AAA), and the Alabama Society of Certified Public Accountants (ASCPA).

### Lodging Information

#### Hampton Inn Colonnade – Birmingham

3400 Colonnade Parkway, Birmingham, AL 35243

Overnight lodging rooms may be reserved at the Hampton Inn Colonnade at a room rate of \$99 plus tax. For room reservations, call 205-967-0002. The Hampton Inn is located off US 280 south of I-459.

#### Hampton Inn Montgomery – East Chase

7651 East Chase Parkway, Montgomery, AL 36117

Overnight lodging rooms may be reserved at the Hampton Inn Montgomery – East Chase at a room rate of \$117 plus tax. For room reservations, call 334-277-1818.

**Coming Soon!**

**Certificate in Beginner Bookkeeping**

**Call 256-765-4289 to be added to the mail list.**

