



# The ABCs of Qualified Plan Administration

## NIPA Chapters Order Form

*Plan administration is the ongoing process of gathering and processing client information and employee data so plan and regulatory requirements can be satisfied. Although plan administration covers many areas, including the plan approval process, distributions, government and participant reporting, this course focuses on participant eligibility, participation and allocation issues.*

### Contact Information (limit one contact per registration form)

Chapter: \_\_\_\_\_

Contact Name (First MI Last): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (required): \_\_\_\_\_

I agree that the content from the **ABCs of Qualified Plan Administration** is available to my Chapter to use **one time only** (sign and date below).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Registration Fees

\$500.00 Fee to NIPA Chapters (one-time use)

### Payment Information

I have enclosed a check in the amount of: \$ 500 \_\_\_\_\_

Please charge my credit card (check one):

\_\_\_ Visa      \_\_\_ Mastercard      \_\_\_ AMEX

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Please send or fax registration form and payment to:  
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5003 Paysphere Circle  
Chicago, IL 60674  
Fax: 312.673.6609

**Please Note:** *The PDF will be sent via email within 5-7 business days after receipt of payment. If you have questions, please contact NIPA Headquarters at 800.999.6472 or [nipa@nipa.org](mailto:nipa@nipa.org).*