



**ATTENDEE INFORMATION**

Attendee Name \_\_\_\_\_

Invoice/Confirmation Number \_\_\_\_\_

Organization \_\_\_\_\_

E-mail address to Send Receipt \_\_\_\_\_

Phone \_\_\_\_\_

**REFUND/CANCELLATION POLICY**

*Refunds are limited to conference fees paid, and do not include any travel, lodging, transportation, or other fees paid independently of conference registration. No-shows and on-site purchase are non-refundable.*

*To qualify for a full refund of registration fees paid less a \$75 administrative fee, a written cancellation must be received by the NACCHO Annual Registration Manager no later than 11:59 PM PST on Dec 31, 2021. Cancellations received between Dec 1, 2021 and June 30, 2021 will receive a 50% refund less a \$75 administrative fee. No refunds will be given beginning 12:00 AM PST on July 1, 2021. Cancellation and refund requests should be sent via e-mail to [NACCHO360Reg@naccho.org](mailto:NACCHO360Reg@naccho.org). Substitutions are permitted at any time, and must be submitted in writing to [NACCHO360Reg@naccho.org](mailto:NACCHO360Reg@naccho.org). Please include the original attendee's name and the substitute's full contact information.*

**RETURN COMPLETED FORM TO:**

**FAX:** 202-280-1043  
*(DO NOT EMAIL FORM WITH CC INFORMATION)*

**QUESTIONS?**

**NACCHO Annual Registration:** 202-796-2671  
**Email:** [NACCHO360Reg@naccho.org](mailto:NACCHO360Reg@naccho.org)

**PAYMENT**

Please charge: \$ \_\_\_\_\_ to my credit card (select below) or check # \_\_\_\_\_. Reason for charge: \_\_\_\_\_

- Visa
- MasterCard
- American Express
- Discover

Last Four Digits of Card # \_\_\_\_\_

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

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

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

*CVV is the three digits listed in the signature bar on the back of the Visa, MasterCard, and Discover cards. For American Express cardholders, this reflects the four-digit code listed on the front of the card. This information is required for processing.*

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

**FORMS EMAILED WITH CREDIT CARD INFORMATION ON THEM WILL NOT BE**

**ACCEPTED. PLEASE FAX FORM TO 202-280-1043**