Treasury Acquisition Institute
Course Registration Form for non-IRS Employees

(Please Complete All Information)

NAME: _____ TITLE: _____

SERIES/GRADE: _____ DEPARTMENT (i.e. DHS): _____

AGENCY (i.e. CBP): _____ OFFICE (i.e. Procurement): _____

WORK MAILING ADDRESS: _____

WORK PHONE #: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

CELL PHONE NUMBER (in case of inclement weather cancellation, etc.): _____

SUPERVISOR'S NAME: _____ SUPERVISOR'S PHONE #: _____

SUPERVISOR'S SIGNATURE: _____

TRAINING COORDINATOR'S EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____(Name/Number)

Reasonable Accommodations: If you have special needs (i.e. interpreter), please list them here:

_____

COURSE TITLE: _____

DATE(s) OF COURSE: _____

ALTERNATE DATE(s) IF CLASS IS FULL: _____

METHOD OF PAYMENT

INTERAGENCY AGREEMENT NUMBER: _____

CONVENIENCE CHECK NUMBER (if applicable): _____

TRAINING COORDINATOR'S SIGNATURE: _____
(person responsible for payment)

Complete all information and have your supervisor sign the form. Completed form should be faxed to Donald Guy at **202-283-1130** or scanned as an Adobe PDF document and emailed to **Donald.I.Guy@irs.gov**. Questions about your registration should be directed to Donald Guy at 202-283-1292.

	TAI Staff	
Jodie Paustian, Chief Learning Officer (202) 283-1199	Jodi Stark, Program Manager (202) 283-6970	Robbi Gregg, Program Manager (202) 283-1186
Donald Guy, Business Operations Specialist (202) 283-1292	Shonda Grier, Business Operations Specialist (202) 283-1372	Jerome Ellis, Business Operations Specialist (202) 283-7036
Rhonda Stewart, Procurement Analyst (202) 283-1138	Rewa Houston, Management Analyst (202) 283-4873	

CONFIRMATION INFORMATION (For TAI Staff Use Only) Course Time: 8:00 am to 4:00 pm

Course Location: Treasury Acquisition Institute, Constellation Centre, 6009 Oxon Hill Road, Oxon Hill, MD 20745

1st Floor: Room 103 Room 104 Room 110 7th Floor: Room 725B Room 726A