



Dear Club Treasurer,

It is time to renew your club's membership for the 2016-2017 international dues period.

Please note that detailed instructions, forms, videos and online dues can be found at: <http://membership.zonta.org/Tools/Membership-Dues-Tools>. The following document includes the short instructions.

Kindly follow the steps below to submit your international dues payment.

Step 1. Attached to this note, please locate Form A, which is the membership list of your club at Headquarters and the Renewal Notice/Invoice.

Step 2. Please check if there are differences between this Form A list and your own list of club members. If updates are needed, go to step 3. If updates are not needed, proceed to step 4.

Step 3. If updates are needed, please click <http://membership.zonta.org/Portals/0/Membership/Forms/MemberReportFormB.pdf> and fill in Form B with the changes. Please use the last page of Form B to report any new members who are previous Z or Golden Z club members, or a Zonta award or scholarship recipient.

Record any new, reinstated, transferring, resigned or deceased members on Form B. Also on this form, record any contact changes and submit it to memberrecords@zonta.org by clicking "submit" at the bottom of the form. Alternatively, you may print Form B and fax it to +1 630 928 1559.

Step 4. Click the link <http://membership.zonta.org/Tools/Membership-Dues-Tools> to select Form C, International Dues Payment Transmittal Form for your club. There are 3 possible forms; please choose only one:

- **USD**
- **North American USD**
- **Euro**

Record the total number of renewing, new and reinstated members, and submit the form to memberrecords@zonta.org by clicking "submit" at the bottom of Form C or fax to +1 630 928 1559.

Step 5: Calculate the amount of dues your club owes. Submit your club's dues as indicated on the second page of Form C. If you are paying in Euros to the Euro account, please check the euro rate at the link below prior to submitting a euro dues payment: <http://membership.zonta.org/Tools/Membership-Dues-Tools>.

PLEASE MAKE SURE YOUR CLUB PAYS THE BANK FEES FOR THE TRANSFER.

PAYMENTS BY WIRE OR EURO: complete and return forms B and C to

- memberrecords@zonta.org, OR
- fax to +1 630 9281559, ATTN: Member Records.

PAYMENTS BY CHECK: complete and return forms B and C:

- with your payment to Zonta's mailbox address at the bank located on the second page of Form C, OR
- memberrecords@zonta.org, OR
- fax to +1 630 928 1559, ATTN: Member Records.

CHECKLIST

- Submit Form A if no updates to the list are needed **OR**
Submit Membership List/Member Report Form (Form B).
- Submit Membership Payment Transmittal Form (Form C)
- Submit Dues Payment **INCLUDING THE BANK FEES FOR THE TRANSFER**

We value your club's membership and all that you do to empower women through service and advocacy. If you have any questions about this information, please contact:

memberrecords@zonta.org.

+1 630 928 1400