



# Zonta International®

*Advancing the Status of Women Worldwide*

March 2014

## RE: INTERNATIONAL DUES RENEWAL PROCESS 2014-2015

Dear Zonta Club Treasurer:

Thank you for your club's continued participation in fulfilling Zonta's mission to *Advance the Status of Women Worldwide* through service and advocacy. It's time for the **2014-2015 Zonta International Dues Renewal Process**, which is outlined below.

**\*\*ONLY SUBMIT INTERNATIONAL DUES FOR MEMBERS THAT HAVE PAID DUES (NOT THOSE WHO HAVE PROMISED TO PAY).**

**\*\*PLEASE NOTE THAT VIDEOS** on how to pay international dues are posted on the Zonta International website by selecting the following link: <http://zonta.org/MemberResources/MembershipDues.aspx>. This video is available in English, French, German, Italian, Japanese, Mandarin, and Spanish.

### ONLINE Payment

**We encourage clubs to consider submitting their International Dues online.** Membership updates can be made online when choosing to submit membership dues. For complete online dues instructions and video, please visit the online dues login page at:

<http://zonta.org/MemberResources/MembershipDues.aspx>.

### NON ONLINE Payment

If you do not wish to pay your dues online, the following information provides forms and instructions to guide you through the process.

**Form A:** International Dues Renewal Notice/Invoice

**Form B:** Member Report Form – this is your club's membership update document to complete and return after comparing it against Form A

**Form B1:** Please complete this form (located on the last page of Form B) if you are reporting any new members who are previous Z or Golden Z Club members or a Zonta award recipient.

**Form C:** International Dues Payment Transmittal Form

## FORM A – INTERNATIONAL DUES RENEWAL NOTICE/INVOICE

- 1.) **Form A, the Renewal Notice/Invoice will be sent electronically** to each club treasurer and club president. Each district treasurer will receive a copy of club invoices for their district.
- 2.) The club should review Form A, the Renewal Notice/Invoice for any changes in membership or contact information.

## FORM B/B1 – MEMBER REPORT FORM

- 3.) This is your club's membership update document to complete and return after comparing it against Form A. This form will be sent electronically to each club with Form A and can also be found on the Zonta International website at <http://zonta.org/MemberResources/MembershipDues.aspx> under the letter "M" Member Report Form (Form B).
- 4.) Record any new, reinstated, transferring, resigned or deceased members on this form. Also, record any contact changes on this form. If there are no changes in membership status or contact information, please indicate "No Changes" on this form.
- 5.) Complete Form B1 if you are reporting any new members who are previous Z or Golden Z Club members or a Zonta award recipient.

## FORM C – MEMBERSHIP DUES PAYMENT TRANSMITTAL FORM

There are four versions of this form (one for **North American clubs**, one for **European clubs paying with Euros**, one for **European clubs not paying with Euros** and one for **Non-North American/Non-European clubs**).

- 6.) Form C will be sent electronically to each club with Forms A and B and is also available on the Zonta International website at <http://zonta.org/MemberResources/MembershipDues.aspx> under the letter "M" Membership Dues Payment Transmittal Forms (Form C).
- 7.) Choose the correct 2014-2015 form to pay your club's 2014-2015 International Dues.
- 8.) Calculate the amount of dues your club owes.

### 9.) **PAYMENT**

**SUBMIT YOUR CLUB'S PAYMENT AS INSTRUCTED ON THE BACK OF FORM C.**

### 10.) **FORMS B AND C**

**IF SUBMITTING INTERNATIONAL DUES BY WIRE OR EURO**, complete and return forms B and C to [memberrecords@zonta.org](mailto:memberrecords@zonta.org) or fax to +1 (630) 928-1559, ATTN: Member Records. If paying by Euro, also send proof of payment through email or fax.

**IF SUBMITTING INTERNATIONAL DUES BY CHECK**, complete and return Form B and Form C with your payment to Zonta's mailbox address at the bank located on the back of form C.

### **CHECKLIST**

- ✓ Submit Membership List/Member Report Form (Form B/B1).
- ✓ Submit Membership Payment Transmittal Form (Form C)
- ✓ Submit Dues Payment
- ✓ Submit Proof of Payment

**Your club's payment must match their membership list in order for your club's dues to be processed.**

Thank you again for being part of Zonta International! Membership dues enable Zonta to fulfill its mission as a worldwide organization. We appreciate your cooperation and leadership in this important process!

Sincerely,



Jill Gehring  
Membership Manager