

Instructions for Completing Charter Remittance

PLEASE READ THESE DIRECTIONS CAREFULLY. ISSUANCE OF THE CHARTER WILL BE DELAYED IF THE AMOUNT REMITTED IS NOT CORRECT.

1. Refer to the Membership Roster (Part B) to compute your membership totals.
2. All members new to Toastmasters must pay the \$16.00 service charge. Only members paying the service charge are entitled to receive educational materials. If dual, reinstated, or transfer members require educational materials, they should also pay the \$16.00 service charge.
3. All new, reinstated and dual members pay six months' dues in advance. The club dues are then prorated at the next semiannual period. For example, if a club chartered in August, each member would be billed \$4.50 in October to cover the remainder of the October-March semiannual period. See Appendix D for the Worksheet for the Prorated Semiannual Report.
4. Transfer members do not have to pay additional fees at this time providing they are in good standing with their previous club for the current semiannual period. A letter from the club Secretary of the previous club should be submitted to this effect. If a transfer member is not in good standing, the per capita fee should be paid.
5. Incorrect calculation of charter fees can delay the issuance of your charter. Please have the President, Secretary, and Treasurer double-check all figures.
6. We suggest that the remittance check(s) be submitted with the charter forms rather than as a separate mailing. Sending checks separately will delay processing.

