

# Charter Payments

Submitted by \_\_\_\_\_  
CLUB NAME

Toastmasters Club of \_\_\_\_\_  
CITY & STATE/PROVINCE COUNTRY

**WHQ USE ONLY**

Charter No. \_\_\_\_\_ District \_\_\_\_\_

In compliance with the provisions of the Bylaws of Toastmasters International, we the undersigned president and secretary of the above-named club, hereby certify that on this date the membership of this club is shown below, and that there is due Toastmasters International the amount shown in item 7 below.

**Note:** Minimum requirement for the issuance of a charter is 20 members (17 of whom cannot belong to another club, except in the case of advanced clubs where dual membership is a prerequisite).

1. Charter fee of \$125 (if not previously paid) \$125 \_\_\_\_\_
  2. Total number of new members listed on form #3 \_\_\_\_\_  
 (How many need new member kits?) \_\_\_\_\_ @ \$20 \_\_\_\_\_
  3. Total dual members \_\_\_\_\_ (How many need new member kits?) \_\_\_\_\_ @ \$20 \_\_\_\_\_  
 Total reinstated members \_\_\_\_\_ (How many need new member kits?) \_\_\_\_\_ @ \$20 \_\_\_\_\_  
 Total transfer members \_\_\_\_\_ (How many need new member kits?) \_\_\_\_\_ @ \$20 \_\_\_\_\_
- (Transfer members must be active in an existing club in order to be considered a transfer member.)*
4. Total dollar amount for lines 1-3 \_\_\_\_\_
  5. California clubs add 8.75% sales tax: Line 4 x .0875 \_\_\_\_\_
  6. Total number of members paid \_\_\_\_\_ \_\_\_\_\_  
 \$27.00 if districted  
 \$21.00 if undistricted
7. Total amount enclosed: Add lines 4, 5 and 6 \_\_\_\_\_

## Method of Payment

**Check / Postal Money Order** (U.S. Funds drawn on a U.S. bank, payable to Toastmasters International)

Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Credit Card**     VISA     MasterCard     AMEX     Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on Credit Card \_\_\_\_\_  
PLEASE PRINT

Signature \_\_\_\_\_

**NOTE:** Pursuant to the Bylaws of Toastmasters International, Toastmasters clubs are required to remit membership payments semiannually in April and October. At the next reporting period (April or October), the club will be required to submit a prorated membership payment for the period beginning with the end of the initial six months payment to either March 31 or September 30, whichever occurs first. Forms for this report will be sent to the club by World Headquarters.

If only the charter fee has been paid, remittance must be made for item 6 above when application forms are submitted. The charter kit which is provided upon receipt of the charter fee, contains new member kits for 20 members. Kits for additional members over 20 are provided only upon submission of the dues and service charge payments and all charter forms.

Membership dues for a new club's charter members are not prorated.

Signed \_\_\_\_\_  
PRESIDENT

Signed \_\_\_\_\_  
SECRETARY

Date \_\_\_\_\_

Date \_\_\_\_\_