

## **Zonta International and District 3 Dues Instructions for Members joining throughout the year**

There are several important things you should do as soon as the new member has been accepted / inducted / paid their dues to the Club (which should include the dues for ZI, District 3 and Club dues, if you have them):

### **Actions for Zonta International**

***Automated Process*** - Submit the ZI dues online using the “Managing Your Club Online” function on the ZI website (MyZonta – Dashboard). A user id (your email address) and password is required. Instructions for using the online payment system is provided. You can use a credit card, debit card, or PayPal to make the payment. **(This is the preferred method by ZI.)**

***Manual Process*** – Payment by check

- Complete the Member Report Form (Form B). You can print a blank copy and complete it manually or fill it out online and then print.
- If you have more than two members joining, then complete Member Report Form Additional Page.
- The Member Report Form (Form B) includes instructions on how to submit check payments. Checks should be made payable to Zonta International and mailed to the payment lockbox at:

**Zonta International  
1919 Paysphere Circle  
Chicago IL 60674**

Dues information is detailed on the second page of the Member Report Form (Form B), providing full and half year dues for Classified and Young Professional members:

### **Actions for Zonta International, District 3** (Manual Process – Payment by check)

- Complete the District Dues Payment Transmittal Form (2 pages)
- Prepare a check, made payable to Zonta International, District 3
  - District dues per member are:
    - **\$20** (for members joining between June 1 to November 30) or
    - **\$10** (for members joining between December 1 to May 31)
- Mail check, transmittal form, and a copy of Form B that was submitted to ZI to:

**Jen Christensen  
ZI District 3 Treasurer**