



Member Report Form (Form B)

Complete this form to add new, reinstated or transferring members to your club's roster. For resignations, you do not need to complete a form, only email the full name and member ID number of the resigned member to memberrecords@zonta.org. This form should only be filled out and sent to Zonta International Headquarters by the club treasurer or president. To add more members, print the additional Member Report Form page(s).

Step 1: Print or type your club's information.

Club Information

District:	Area:	Club Number:	Club Name:
Public Club Email:			
Submitted By (Your Name and Zonta Title):			Date:

Step 2: For each new, reinstating, or transferring member, check the box for the member type, then print or type the member's information. Use the additional Member Report Form to add more than two members. Note: Fields marked with an asterisk (*) are required.

Member Information

*Member Type: Classified Young Professional (30 or under)
 Reinstated Transferring Club Honorary

*First Name:	*Last Name/Surname:
*Home Address:	
*Home City:	Home State:
*Home Postal Code:	*Home Country:
*Home Telephone:	Mobile/Cell Phone:
*Personal Email:	Classification Code & Occupation:
*Required for Young Professionals Date of Birth (DD/MM/YYYY):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
*Required for Transferring Members Club transferring from (name and number):	

*Member Type: Classified Young Professional (30 or under)
 Reinstated Transferring Club Honorary

*First Name:	*Last Name/Surname:
*Home Address:	
*Home City:	Home State:
*Home Postal Code:	*Home Country:
*Home Telephone:	Mobile/Cell Phone:
*Personal Email:	Classification Code & Occupation:
*Required for Young Professionals Date of Birth (DD/MM/YYYY):	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
*Required for Transferring Members Club transferring from (name and number):	

Step 3: EUROPEAN CLUBS ONLY – Clubs outside of Europe can skip and go to step 4.

- Check the box to confirm that all members on this form have given their consent to Zonta International to store their membership data on servers in the USA, including photographs taken in connection with Zonta activity in accordance with the Zonta International Data Protection Policy.

Step 4:

- Count the number of new or reinstated members and enter the total number of each type in the “number of members” column.
- Then multiply the number of members by the dues amount listed and enter the sum in the “dues” column.
- Enter the total number of members and total amount of dues owed in the “totals” row.

Note: All Clubs: The US \$15 new member / reinstatement / charter member fee is included in the dues amounts below.
North American Clubs Only: The US \$3 club liability fee is included in the dues amounts listed below.

Dues Information

Member Type	Month Joined	Member in North America	Member Outside North America	Number of Members	Dues
Classified Member / Club Honorary	1 June – 30 November	US \$98	US \$95		
Classified Member / Club Honorary	1 December – 31 May	US \$58	US \$55		
Young Professional	1 June – 30 November	US \$58	US \$55		
Young Professional	1 December – 31 May	US \$38	US \$35		
Please note: Members joining or reinstating from 1 December – 31 May MUST also pay renewal dues at the 1 June full-year term or will be resigned.				Totals	

Step 5: From the options below, check the box to indicate how the club is submitting the dues payment.

Payment Options

Payment Type	Where to submit payment	How to submit payment and form
<input type="checkbox"/> Check/Money Order	<p>Mail to: Zonta International 1919 Paysphere Circle Chicago, IL 60674 USA</p>	<ol style="list-style-type: none"> 1. Make payable to Zonta International; include the district, area and club numbers on the check / money order and mail with this form.
<input type="checkbox"/> International Wire – USD	<p>Send to: ABA: 0260-0959-3 Account: 5800248873 OR Swift Code: BOFAUS3N Account: 5800248873</p> <p>Zonta Bank Information: Bank of America Merrill Lynch 135 S. LaSalle, Chicago, IL 60603</p>	<ol style="list-style-type: none"> 1. Request the bank to include the club’s district, area and club numbers on the wire transmission. 2. Inform your bank that all bank fees for the transfer are payable by your account. 3. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org
<input type="checkbox"/> International Wire – EUR (SEPA)	<p>Send to: IBAN: GB89 BOFA 1650 5049 3570 16 Account Name: Zonta International OR Swift Code: BOFAGB22</p> <p>Zonta Bank Information: Bank of America Merrill Lynch 135 S. LaSalle, Chicago, IL 60603</p>	<ol style="list-style-type: none"> 1. Find the official Zonta Euro conversion rate at membership.zonta.org under Tools/ Membership-DuesTools. <u>Don’t use bank rate.</u> 2. Request bank to include the district, area and club numbers on the wire transmission. 3. Inform your bank that all bank fees for the transfer are due to your account. 4. Send this form with the wire receipt on the same day you send your wire transfer to memberrecords@zonta.org

Important notes

- A member will not be added to the club roster until this form and the payment are received and processed.
- Sending USD to the Euro account, or vice versa, will result in additional conversion fees. The club is required to pay all additional fees. Only send Euros to the Euro account and USD to the USD account.

Questions? Contact the Zonta International Headquarters Membership Team at memberrecords@zonta.org or at 1.630.928.1400 during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m. CDT.