

**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 “Pay Dues Online” function on the ZI website (MyZonta – Tools). 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 or debit card to make the payment.

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:

**Rosa Goldsmith
ZI District 3 Treasurer
19 Fountain Manor Dr. Unit E
Greensboro, NC 27405**