



# Member Report Form (Form B)

Complete this form to add new, reinstating or transferring members to your club's roster. This form should be filled out and sent to Zonta International Headquarters by the club treasurer or president. To add more than two members, print the Member Report Form Additional Page. New and reinstating members can also be added and paid for online using a credit card. For online payments, download the *Online Payment System Instructions* at [membership.zonta.org/Tools/Membership-Dues-Tools](http://membership.zonta.org/Tools/Membership-Dues-Tools). For resignations, email the full name and ID number of the resigning member to [memberrecords@zonta.org](mailto:memberrecords@zonta.org).

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

### Club Information

District:	Area:	Club Number:	Club Name:
Public Club Email:			

**Step 2:** For each 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. 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:
*Address:	
*City:	State/Province (if applicable):
*Postal Code:	*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):	
Former Z / Golden Z Club (if applicable):	

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

*First Name:	*Last Name/Surname:
* Address:	
*City:	State/Province (if applicable):
*Postal Code:	*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):	
Former Z / Golden Z Club (if applicable):	

**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 total sum in the ‘Total Owed’ boxed.

**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	Date Joining	North America	Outside North America	Number of Members
Classified Member / Club Honorary	1 June – 30 November <i>full year dues</i>	US \$106	US \$103	
Classified Member / Club Honorary	1 December – 31 May <i>half year dues</i>	US \$62	US \$59	
Young professional	1 June – 30 November <i>full year dues</i>	US \$62	US \$59	
Young professional	1 December – 31 May <i>half year dues</i>	US \$40	US \$37	
<b>Please note:</b> 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.				<b>Total Owed</b>

**Step 5:** From the options below, check the box to indicate how the club is submitting payment and follow the instructions.

**Payment Options**

Payment Type	Where to submit payment	How to submit payment and form
<input type="checkbox"/> <b>Check/Money Order</b>	<b>Mail to:</b> Zonta International 1919 Paysphere Circle Chicago, IL 60674 USA	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"/> <b>International Wire – USD</b>	<b>Send to:</b>  <b>ABA:</b> 0260-0959-3 <b>Account:</b> 5800248873 <b>BIC/SWIFT:</b> BOFAUS3N <b>Account:</b> 5800248873  <b>Zonta Bank Information:</b> Bank of America Merrill Lynch 135 S. LaSalle, Chicago, IL 60603 USA	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 <a href="mailto:memberrecords@zonta.org">memberrecords@zonta.org</a>
<input type="checkbox"/> <b>International Wire – EUR</b>	<b>Send to:</b>  <b>IBAN:</b> GB89 BOFA 1650 5049 3570 16 <b>Account Name:</b> Zonta International <b>BIC/SWIFT:</b> BOFAGB22  <b>Zonta Bank Information:</b> Bank of America Merrill Lynch 2 King Edward Street, London EC1A 1HQ England	1. Find the official Zonta Euro conversion rate at <a href="http://membership.zonta.org">membership.zonta.org</a> 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 <a href="mailto:memberrecords@zonta.org">memberrecords@zonta.org</a>

**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](mailto:memberrecords@zonta.org) or at 1.630.928.1400 during normal business hours, Monday – Friday, 8:00 a.m. – 4:00 p.m. CDT.