



# Charter Payments

## Form 2

Submitted by \_\_\_\_\_ Club number \_\_\_\_\_  
CLUB NAME

Toastmasters club of \_\_\_\_\_ District \_\_\_\_\_  
CITY & STATE PROVINCE COUNTRY

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 6 below.

**Note:** A minimum number of 20 individuals are required to charter a Toastmasters club, 17 of whom cannot belong to another Toastmasters club, except in the case of advanced clubs where dual membership is a prerequisite).

- 1. Charter fee of US\$125 (if not previously paid) \_\_\_\_\_
- 2. Total number of new members \_\_\_\_\_ @ US\$20\* \_\_\_\_\_
- Total number of dual members \_\_\_\_\_
- Total number of reinstated members \_\_\_\_\_
- Total number of transfer members \_\_\_\_\_

**(Transfer members must be active in an existing club in order to be considered a transfer member.)**

- 3. Total number of members paid \_\_\_\_\_ @ US\$60\* \_\_\_\_\_  
Membership dues for charter members are not prorated.  
Do not include payment for transfer members paid in another club.
- 4. If applicable:  
Clubs meeting in states where tax is collected are responsible for paying the state tax on the charter fee. You can find the tax rate in your state by visiting the **United States Sales Tax webpage** in Leadership Central under Legal and Tax Compliance. \_\_\_\_\_

5. Renewals (optional) \_\_\_\_\_

Pursuant to the Bylaws of Toastmasters International, although you are submitting 6 months of dues at time of charter, Toastmasters clubs are required to remit membership payments semiannually in April and October. Clubs chartering in September or March may wish to submit their renewal dues now to avoid having to collect dues from each member twice in two months. If your club charters in the months of October through March, your next dues renewal is April 1st. If your club charters in the months of April through September, your next dues renewal is due October 1st. Based on the month your club charters, the amount of dues renewal varies. Please see the Charter Membership Application for the correct amount.

6. Total amount enclosed: \_\_\_\_\_

I confirm that a completed charter member application for each charter member is on file with the club and will be retained by the club. The application contains both the signature of the new member and the signature of the club officer. Upon request, the club is responsible to furnish Toastmasters International a copy of the membership application. By affixing his/her signature on the application, the new member is certifying acceptance of the Member's Agreement and Release statement and A Toastmaster's Promise. By affixing his/her signature on the new member application, the club officer is certifying this member has joined the club and will receive proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

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

Date \_\_\_\_\_ Date \_\_\_\_\_

## Method of Payment

Club charter fees and membership dues and fees may not be paid from District funds, or a District leader's personal funds, except when that District leader is also a president, vice president, or treasurer of the club. Club charter fees may be paid by another club; however, membership dues and fees may not.

**Check/Postal money order** (U.S. funds drawn on a U.S. bank, payable to Toastmasters International)

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

**Credit card**    Visa    Mastercard    AMEX    Discover

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

Signature \_\_\_\_\_

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.