



Date: June 26, 2014

To: USMS clubs interested in collecting fees through the online registration process

From: Anna Lea Matysek, Membership Director

A few of our USMS member clubs have expressed interest in charging an extra, one-time annual club member fee that their club members would pay as part of the USMS registration process.

For the 2015 registration year, which begins on November 1, 2014, USMS will offer a service to clubs to collect a one-time club fee and disburse it directly to the clubs. The administrative functions associated with this collection will be performed by the USMS national office. Club fees collected will be mailed from the national office directly to each club.

To pay for the administrative and credit card processing costs, an administrative fee will be withheld from the club fees that are collected. The administrative fee, which is consistent with that charged for similar online services, will be \$1.50 per member plus 5% of the amount of the club fee collected. The chart below shows some examples of the amount that would be withheld from the club fees.

Club charges this fee at time of member registration:	USMS processing fee withheld (\$1.50 plus 5%)	Amount disbursed to club from USMS
\$5.00	\$1.75	\$3.25
\$8.00	\$1.90	\$6.10
\$10.00	\$2.00	\$8.00
\$15.00	\$2.25	\$12.75
\$25.00	\$2.75	\$22.25
\$50.00	\$4.00	\$46.00
\$100.00	\$6.50	\$93.50

Clubs that wish to collect an annual fee at the time of registration will be subject to the following requirements:

- Setup will be done through the USMS national office
- The club will be required to provide its IRS tax ID number to USMS on a standard IRS W-9 form (a club must have a tax ID number to participate)
- The club will be required to charge a minimum club fee of \$5.00 per member (this amount will net \$3.25 after processing fees are withheld)



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- Checks will be mailed to the clubs on a monthly basis.

If your club is interested in collecting its 2015 annual dues through the new system described above, two forms must be filled out and submitted to the USMS National Office. The first form is an **authorization form**; the second is the **IRS W-9 form**.

USMS Club Fee Authorization Form:

http://www.usms.org/admin/lmschb/usms_club_fee_authorization.doc

The IRS W-9 form is available on the IRS web site, here:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Forms must be submitted no later than October 15, 2014, for dues collections beginning on November 1, 2014. Forms submitted after that date will be incorporated as soon as possible but a starting collection date cannot be guaranteed.

Questions?

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Anna Lea Matysek: membership@usms.org or 941-556-6279

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P.S. This service is only for clubs that charge ONE club fee at the time of registration. If your club charges monthly fees, and you are interested in a monthly billing process for club fees (separate from the annual USMS registration), one vendor that provides that service is **Club Assistant**. A description of the services and products that they provide can be found here: <https://www.clubassistant.com/products.cfm>