

Are you having problems renewing your ARMA Membership?

To Membership:

With the current economic conditions and many employers no longer paying individual membership dues for their employees, we are implementing an optional two-pay plan for members. At this time, this option is only available for renewing members, not for new members.

The way it works is as follows:

1. 30 days prior to the member's normal membership suspension date, the usual final e-mail reminder will be sent to the member. Along with this e-mail will be their dues invoice, AND a form to complete if the member would like to pay their dues in two equal payments.
2. The two-pay plan requires the dues be paid with a credit or debit card with the Visa or Mastercard logo.
3. The agreement will require the member to provide their card information and signature.
4. The agreement signed will be that half of their dues will be processed upon our receipt of the form, and the other half will be processed six-months later.
5. A reminder notice to those participating will be sent approximately one-month prior to the processing of the second part of their dues.
6. The chapter dues will also be paid in half, with your escrow payments reflecting this 50% payment accordingly. Example: You will receive your chapter escrow payment as it is paid to us, 50% now and 50% in six-months if a member opts for the two-pay plan.
7. A \$5.00 processing fee will be added to each payment.
8. We cannot accept checks with this plan, as the credit card information on-file somewhat guarantees that the second payment will be made, vs. waiting for a check to be sent from the member for the second payment.
9. We will need to have the agreement form on file with us in order to take advantage of this plan.

Attached is a copy of the form for your information. Again, if someone is having difficulties or if their employer will no longer pay for their membership and they would like the payment option for their dues renewal, instructions and the form to complete will be e-mailed to them with their final dues notice.

We do not anticipate that everyone will take advantage of this two-pay plan, however we do want members to utilize this to make it easier for them to maintain their membership in ARMA and your chapter.

Soon, we will also be extending this offer to members who have been suspended for nonpayment in the past six month, encouraging them to re-join.

We hope this makes a difference. Bare with us as we work out any details that may come up with this new process. Let me know if you have any questions.

Tom

Thomas D. Killam
Director, Member Services
ARMA International

13725 W. 109th St, Suite 101
Lenexa, KS 66215 USA
Phone: +1 913.217.6019 / +1 888.299.4319 (U.S. & Canada)
Mobile: +1 913.548.3186