

### **When will my club receive their invoice?**

Invoices will be sent to clubs by the end of January and July.

### **How much time will I have to review and pay our invoice?**

Clubs are required to pay the balance upon receipt of the invoice.

As of January 2015, clubs are subject to termination for nonpayment of dues 120 days after the club invoice is issued.

### **Who can pay member dues?**

You are authorized to pay member dues if you are a Rotary club president, secretary, executive secretary/director, treasurer, membership chair, or Rotary Foundation chair, and have a My Rotary account.

### **How do I pay club dues by check?**

If checks are an acceptable form of payment in your area (ask your district's [financial representative](#)):

- Find your club invoice in the Club Finances section of Club Administration.
- Make the check payable to Rotary International and include your club's name and number and the invoice number on it.
- Mail the bottom portion of the invoice and your check to the address on the invoice.

### **How do I view my club's current balance?**

Find your [Daily Club Balance Report](#) in the Club Finances section of [Club Administration](#). The information in this report is updated daily and will reflect recent payments and member adjustments.

District governors and assistant governors can also view this report.

### **Will I receive an electronic copy of the club invoice or a paper copy?**

If you have reported the email addresses of your club officers and/or your club's permanent email address, you will receive an email notification when your invoice is ready to be viewed online.

### **What is the deadline for reporting membership changes to ensure that my club's invoice reflects our current member list?**

Your club invoice is calculated by the number of members in Rotary's database on 1 January and 30 June. You should register new members and remove terminated members within 30 days, or by 31 December or 30 June, whichever is sooner.

Membership is calculated based on a member's admission or termination date, and **not** the date the change was entered. For example, if a club officer removes a member from the club's membership list on 28 December, but enters 27 January for the effective date, that member will still be included on the club's January invoice because they are still an active member on 1 January.

### **Should we continue to use the integrated local database we've been using to make member updates?**

Yes. If your club uses an integrated local database, you should always make your member updates in that instead of on Rotary.org. The same integration rules will apply, and the updates will satisfy the new reporting policies as long as they are made within 30 days of the membership change. For questions about member data integration and whether your database is integrated, see integration options on the [Member Data Integration page](#).

### **Why doesn't Rotary's database reflect the changes I reported using an integrated local database?**

The most common reason is that the local database was not officially integrated with Rotary's or the club was not connected to the local database on Rotary's side. Find instructions on Member Data Integration for Signing up and activating your agreement with your vendor partner organization. Consult your local database provider if you have questions.

**How do I update my club's magazine subscriptions and what is the deadline in order for that to be reflected on the invoice?**

You must make updates to your magazine subscription information before 1 January and 1 July.

Report subscription changes (switching from Rotary magazine to an approved regional magazine or vice versa, or a change in delivery format, including bulk distribution) to Data Services at [data@rotary.org](mailto:data@rotary.org), or our Circulation Department at +1 847-424-5216, +1 847-424-5217, or +1 847-866-3341 and to the regional magazine's office, if applicable. Please note that Rotary regional magazines are not billed on the invoice. The subscription to the chosen publication will continue for the entire billing period.

**What is the cost of the official Rotary International magazine, Rotary, which is billed on the club invoice?**

The official Rotary International magazine, *Rotary*, is billed on the club invoice at the following annual costs:

**Rotary (Print Edition) subscription:**

- \$12 – for United States, Puerto Rico & U.S. Virgin Islands
- \$16 – for Canada (which includes the Canadian quarterly supplements)
- \$24 – for all other countries (shipping included)

**Rotary (Digital Edition) subscription:**

- \$12 – for all countries except Canada
- \$16 – for Canada (which includes the Canadian quarterly supplements)

As Rotaract members are not required to subscribe to *Rotary*, they are not billed for the magazine on the club invoice, however, they may opt for a complimentary subscription to *Rotary*-digital by completing the [subscription form](#).

Regional magazines are not billed on the club invoice. To learn more about the cost of regional magazines, [contact the regional magazine editor](#).

**My club was billed for an incorrect number of members. Can I make adjustments on the club invoice?**

No, you cannot make adjustments on the club invoice. Clubs are billed for all active members as of 1 January and 1 July and are required to pay the amount that appears on the invoice. It is essential to keep your club's member data current so you receive a correct invoice.

You can update your club membership in [Club Administration](#). Or email [RI Data Services](#) or fax or mail your member changes to your Rotary International office or fiscal agent.

**Will I receive a list of members with my club invoice?**

No. Starting with the July 2015 club invoice, we will no longer send you a list of members. Club officers can find their official member list by going to the Club Reports section of [Reports](#).

**Why aren't my club's honorary members listed on my club invoice?**

Your club invoice is not the same as your list of members. The invoice contains financial information only -- the member dues and magazine subscription fees your club owes to Rotary International.

Therefore, only the honorary members who subscribe to *Rotary* magazine or another regional magazine are listed on the details report. If you know that your honorary member has a subscription but is not listed on the club invoice, please email [RI Data Services](#).

To see a list of all your Rotary club members, including honorary ones, go to the Reports section.

**My question about club dues wasn't answered here. Can someone help me?**

You can send general questions to [clubinvoice@rotary.org](mailto:clubinvoice@rotary.org) and one of our staff will contact you. If you have specific questions, please ask your financial representative or your Club and District Support representative.

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Thank you for your feedback.