

Direct Deposits and Online Dues Reports from AORN

Direct Deposits

Chapter dues are direct deposited into each Chapter's bank account around the 20th of each month. \$20 is direct deposited per each renewing/new member. If you happen to get a two or three year member join/renew, you'll see figures like \$40 or \$60, but normally it will be \$20.

For Life members, \$20 is direct deposited with their initial payment. After that, no money is collected for the chapter, but the member will continue to be a chapter member "for Life!" For Retired and Student members, no Chapter money is collected, but they remain a member of the Chapter without payment. Chapters can choose to charge those members' dues if they choose.

If your Chapter changes banks, closes an existing account, or opens a new account, remember to **notify Chapter Relations as soon as possible**, so we can stop deposits into the closing account. Once you open your new account, please fill out a Direct Deposit Form (two signatures always) which is on the Manage Your Chapter web page at www.aorn.org/community/aorn-chapters/manage-your-chapter/treasurer-responsibilities-and-financial-information. Mail the completed Direct Deposit Form, along with a voided check from the new account, to AORN Chapter Services, 2170 S Parker Rd, Suite 400, Denver, CO 80231-5711.

Online Reports to Make your Life Easier

There are two dues reports available online for Chapter officers to review. 1) The Chapter Dues Receipt - an Excel file that shows the money that AORN direct deposited into your Chapter account; and 2) The Chapter Dues Receipt Details - an Excel file where each month is a separate tab within the spreadsheet showing the individuals who paid their dues, joined date, paid through date, the amount, and much more. This is excellent information to have when reconciling the bank statements.