



2017 Dues Installment Program Authorization

Updated Payment Method Request

| | | |
|-------------|---------------|--------------|
| Date | Member Number | Chapter Name |
| Member Name | | |
| E-Mail | Telephone | |

AGREEMENT

I hereby request The American Institute of Architects to charge the credit/debit card listed below, in the frequency requested, for payment of my 2017 annual dues for membership in The American Institute of Architects.

This 2017 agreement will remain in effect until The American Institute of Architects receives a written notice of cancellation of my 2017 membership from me or my financial institution.

I understand that I will remain responsible for payment of my 2017 membership dues to The American Institute of Architects should the account listed below for my payments become invalid during my payment schedule.

_____ Member Signature (required)

(Through your signature, you acknowledge and agree to all the statements and terms shown above.)

UPDATED ACCOUNT INFORMATION

I authorize The American Institute of Architects to make monthly withdrawal payments against the account identified below, for the payment of my 2017 annual membership dues to The American Institute of Architects.

Please fill out the information that corresponds with your payment option.

| | |
|--|---|
| Please specify card type (e.g. VISA, American Express, MasterCard, Discover) | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover |
| Name of Card Holder | Signature |
| Credit / Debit Card Number | Exp. Date EXP. DATE YEAR MUST BE LATER THAN 6/30/2017 |

Return completed form to: Email: aiapaymentplan@aia.org | Fax: (202) 626-7547



AIA

2017 Dues Installment Program

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The outlined **Dues Installment Program** is being presented as guidelines to local and state component staff, and volunteer leadership.

2017 Dues Installment Program

I. Eligibility

All renewing, new & reinstating Architect, Associate, International Associate, Allied (Institute only), and New Graduates are eligible to participate in the 2017 Dues Installment Program. Reinstating members will enroll through a manual process until development is completed for complex steps dues.

Reinstating members must enroll through a manual process until development is completed for complex steps dues. Effective August 2, 2013 new graduate members may enroll in the Dues Installment Plan online.

3.11 Period and Due Date of Dues. Dues shall cover a calendar year and, except as otherwise provided in these Bylaws, shall be due and payable in full on or before January 15 of each year.

3.134 Dues Payment Programs. Notwithstanding any other provisions of these Bylaws, the Board may provide in the Rules of the Board for programs under which new or renewing members may pay their regular annual dues to the Institute in one or more installments over a period of time during the year in which the dues are due and payable. Any such program may provide for service and interest charges, and include such other terms and conditions, as the Board may find appropriate.

3.161 Regular Dues Default. Every member who has not paid full regular dues owed for the calendar year shall be in default, provided, however, that no member shall be considered as in default so long he or she is current in his or her dues payments made in accordance with any programs approved by the Board in accordance with Section 3.134 of these Bylaws.

- All components will participate in the Dues Installment Program.
- Renewing members participating in Dues Installment Program may enroll beginning upon receipt of their 2017 renewal invoice. Renewing members must enroll online at www.aia.org/renew.
- New members participating in the program must enroll from October 1, 2016 through April 30, 2017. New members may enroll online at www.aia.org/join.
- Reinstated members will be eligible to participate in the 2017 Dues Installment Program and must enroll from October 1, 2016 through April 30, 2017.
- Reinstating members must enroll through a manual process until development is completed for complex steps dues.
- New and reinstating members currently have the ability to receive prorated dues by quarter and will not be responsible for full dues after April 30, 2017.

- Renewing members will remain active during the membership renewal grace period as long as they enroll into the installment program before April 4, 2017. AIA member benefits remain active for members who enroll in the Dues Installment Program or pay their dues in full after April 4, 2017.
- Members who have not renewed their Institute membership by April 4, 2017, will be considered as lapsed and will not receive membership benefits until either dues payment is made in full or the member enrolls in the Dues Installment Program. The deadline to enroll is April 30, 2017.
- Members must have a valid e-mail address and credit/debit card in order to participate in the program. Debit cards must possess a valid credit card logo on front.

II. Enrollment

- Dues Installment Program will be offered to members in the 2017 renewal notification. Members will be able to enroll upon receipt of invoice notification to enroll online by completing the appropriate enrollment form.
- Renewing, Reinstating and New members may enroll their dues up to six equal installments beginning October 1, 2016 through January 30, 2017. No member will be allowed to have more than six installments and all installments will be completed June 30, 2017.
- To enroll in the Dues Installment Program, members must agree to the program's terms and conditions and pay a \$40.00 administrative fee to help cover the costs of administering the program. The administrative fee will be distributed in equal portions to the member's monthly installment payments.
- The installment term for the 2017 program will be for up to six months only, starting October 1, 2016, and ending June 30, 2017. Members may enroll into the program prior to April 30, 2017.
- Members may choose to authorize an automated electronic debit to their credit/debit card. The member is responsible for ensuring credit card or account information is accurate and up-to-date during the installment payment period.
- Check payments will not be accepted.
- Each participating member will be asked to complete online enrollment authorization agreement allowing the American Institute of Architects to debit his or her credit/debit card. Reinstating members will be asked to complete an enrollment authorization form as a part of a manual process.
- Members may update or change their credit card account by signing a new authorization form and submitting it by e-mail, fax, or mail to National for processing. The form can be found at www.aia.org/renew.
- Depending on the member's financial institution, additional information may be required.

- Firms who choose to use the Dues Installment Program on behalf of their employees must enroll their Institute members individually online. This must also include the authorized credit or debit account from which each member's dues can be paid.
- Members who were enrolled in the 2016 Dues Installment Program must complete the 2016 installment payments before July 30, 2016, in order to participate in the 2017 installment program. These members will need to re-enroll online due to component participation for 2017.
- Members who have an outstanding balance from 2016 and did not participate in the 2016 Dues installment Program must pay that balance in full and will not be allowed to include that open balance in the 2017 Dues Installment Program.
- Members who participate in the 2016 Dues Installment Program and have an outstanding balance after July 30, 2016 must pay that balance in full prior to enrolling into the 2017 program and will not be allowed to include that open balance in the 2017 Dues Installment Program.

III. Payment Schedule

- Members enrolled in the Dues Installment Program agree to authorize the American Institute of Architects, or National's authorized representative, to make withdrawal payments against the account identified, in the amount and frequency requested, until the full amount of his/her annual dues payment for membership in the American Institute of Architects is reached.
- Number of payments will depend on enrollment date and may range from 6 to 3 equal payments. If enrollment occurs January or prior, there will be six payments. If enrollment is after January, there will be fewer payments, but no less than 3.
- The payment schedule is the 28th of each month. The installment will be charged on approximately the last business day of each month.

Example of Payment Schedule for Enrollees

| Members can choose up to six installments beginning October 1 | | | | | |
|---|---|-------------------|----------------|----------------------------------|--------------------------------------|
| Installment | Membership Dues (National, State & Local) | Supplemental Dues | Service Fee | Total Installment Monthly Charge | Credit/Debit Card Authorization Date |
| Architect Example | \$344.00 | \$300.00 | \$40.00 | \$984.00 | 6 Installment Schedule |
| #1 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Oct |
| #2 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Nov |
| #3 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Dec |
| #4 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Jan |
| #5 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Feb |
| #6 | \$107.33 | \$50.00 | \$6.67 | \$164.00 | 28-Mar |
| Total | \$644.00 | \$300.00 | \$40.00 | \$984.00 | Total Installments |

Installment will be charged on approximately the last business day of each month

IV. Cancellation

- A member may resign his/her membership at any time during the agreement term.
- A written request from the member is required in order to resign his/her membership.
- The member is obligated to make full payment of prorated dues for the period up to National's receipt of his/her notice of resignation.
- Members will be dropped from the Dues Installment Program if any payment is not received within 60 calendar days after due date (e.g., because the member's credit/debit card has been declined). In that event, any remaining balance on 2017 dues will become due and payable immediately.
- Members will be notified on a monthly basis of any delinquent installment payment due to declined credit/debit card. Each member will receive an automated email from the Member /Component Support team informing them of their delinquent installment and requesting a new credit/debit card payment method. Component will be notified of any delinquent member and will request approval prior to lapsing the member's membership, due to delinquency.
- Components will assist National in obtaining valid credit/debit card information for members that are delinquent due to non-installment payments.

V. Refund

- No refunds will be given as the member will receive benefits up until they become delinquent.

VI. Component Participation

- All Components will participate in the 2017 Dues Installment Program and there will be no opt out ability.
- National currently incurs all administrative costs, credit card and bank fees for the processing of membership dues. The \$40.00 Dues Installment Program administrative fee will be used to subsidize the cost incurred by National for the implementation and management of the Dues Installment Program. The administrative fee will be allocated to National only and is non-refundable.
- National will provide marketing and communications to members in participating Components about the Dues Installment Program. Components will not be given the choice to opt-out of the marketing messages being sent to members by National.
- National will provide monthly reports on the Dues Installment Program throughout the program's durations and Components can run the reports through netFORUM.

Frequently Asked Questions about the 2017 Dues Installment Program

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How Does the Payment Program Work?

Eligible renewing and new Architect, Associate, and International Associate and National Allied memberships, without regard to hardship, may enroll online in the 2017 Dues Installment Program when renewing or joining online during October 2016 - April 30, 2017. Program enrollment ends on April 30, 2017. When enrolling in the Dues Installment Program, 2017 membership dues must be paid in full by June 30, 2017.

Members must enroll in the Dues Installment Program at the time in which they renew or join. At the online payment checkout process, an option will be available to select “Dues Installment Program” and you may enroll to pay your membership dues in up to six monthly installments.

New AIA members are eligible to participate in the 2017 Dues Installment Program when joining, and existing AIA members may enroll when renewing your membership.

Reinstating memberships must enroll through a manual process. Submit the Dues Installment Program Authorization Form along with your manual application for membership.

Enroll Online

Please visit www.aia.org/join or www.aia.org/renew and you must enroll online.

Enroll Manually (Reinstating Members)

[Reinstating Members](#) must enroll through a manual process by completing a [Dues Installment Program enrollment form](#) and a membership application:

- [Reinstating Members](#) (Below the “Join Now” button select “or Download Application” download the appropriate application, check the former member box in the upper right corner, and list your former member number).

Prospective [New Graduate Associate Members](#) graduating from National Architectural Accrediting Board (NAAB) or from a Non-NAAB accredited institution must use the appropriate method to join.

Eligible members may enroll their memberships online during the enrollment period. Members may enroll their memberships up to the maximum number of installments that are available based on the enrollment date or a minimum of two installments. A cutoff enrollment date is established. Members will not be able to enroll after the April 30, 2017 cutoff date.

Up to six installments, based on the day of enrollment, are available in the 2017 plan. You may enroll in the program up through April 30, 2017. **April 30, 2017 is the last day to enroll.** The first payment will be applied upon enrollment processing. Subsequent payments will be billed monthly on approximately the last business day of the month. The balance must be paid in full by June 30, 2017.

Based on enrollment date, available installments are as follows:

- October 2016 – January 31, 2017: Up to six installments
- February 1, 2017 – February 28, 2017: Up to five installments
- March 1, 2017 – March 31, 2017: Up to four installments
- April 1, 2017 – April 30, 2017: Up to three installments

To enroll in the Dues Installment Program, members must agree to the program's terms and conditions and pay a \$40.00 administrative fee to help cover the costs of administering the program. The administrative fee will be distributed in equal portions to the member's monthly installment payments.

The first installment payment will be processed upon enrollment. Thereafter, the member's credit or debit card will be automatically charged approximately the last business day of the month, according to the payment schedule. Members will receive an automated email confirmation of enrollment into the Dues Installment Program once they have enrolled into the program online (Reinstating and New Graduate Associate members will be enrolled manually). Once you've enrolled in the program, you will not be able to adjust the payment schedule.

You must enroll with a credit card with an expiration date later than June 30, 2017.

Who is eligible for the program?

You are eligible for the program:

- You were an active member of the AIA in 2016
- You have received a 2017 dues renewal invoice, including renewing Architect, Associate, International Associate, and Allied (Institute only) members.
- Your renewing membership is currently lapsed due to non-payment of your 2016 dues. All 2016 outstanding balances must be paid in full in order to participate.
- You are a reinstating member.
- You are a new member
 - Includes if you are a New Graduate Associate member.
- **Can I enroll my adjusted dues into the Dues Installment Program?** Yes. Active renewing members may enroll into the program once their Dues Adjustment Waiver has been approved by the Secretary of the Institute.

According to the AIA Bylaws:

Waiver and Deferral of Institute Dues Payments. The Secretary may waive or defer payment of National dues of any member for up to one year upon written presentation of satisfactory evidence of financial hardship, medical disability; sabbatical, family leave, unemployment or partial employment or such other hardship as may reasonably justify waiver or deferral. A minimum annual payment may be required in all cases to cover the costs of mailings. A waiver for any of the reasons stated above is annual and renewable upon written request for up to a total of three consecutive years.

You are **not** eligible to enroll in the program if:

- You have outstanding dues payments.
- You have outstanding payment plan dues payments.
- Under the Continuing Education System (CES) Audit you have not completed your continuing education requirements.
- Your membership is a State or Local Allied/Affiliate membership. State and/or Local Allied/Affiliate membership payments are not eligible for payment in the Dues Installment Program.

How do I enroll?

Visit www.aia.org/join or www.aia.org/renew and enroll online.

Reinstating Members must enroll through a manual process by completing a [Dues Installment Program enrollment form](#) and a membership application:

- [Reinstating Members](#) (select “or Download Application” and download an Allied, Architect, Associate, or International Associate Membership application, check the “Former Member” box in the upper right hand corner, and provide your former member number).

If graduating from National Architectural Accrediting Board (NAAB) or Non-NAAB accredited institution, prospective [New Graduate Associate Members](#) must use the appropriate method to join.

I am a reinstating member. Am I eligible for the program and how do I enroll?

Yes. You must enroll through a manual process by completing an enrollment form. Reinstating members can contact Information Central at 1-800-242-3837, option 2 or memberservices@aia.org or download the membership application and payment program form online.

Both the membership application and the Dues Installment Program Enrollment Form must be submitted for processing:

- [Application for Membership](#) (download an Allied, Architect, Associate, or International Associate Membership application, check the “Former Member” box in the upper right hand corner, and provide your former member number)
- [Dues Installment Program Enrollment Form](#)

For additional assistance, you can contact Information Central at 1-800-242-3837, option 2 or memberservices@aia.org.

I am a New Graduate member. Am I eligible for the program? How do I enroll?

Yes.

Prospective New Graduate Associate Members graduating from National Architectural Accrediting Board (NAAB) or from a Non-NAAB accredited institution must use the appropriate method to join.

- [NAAB Accredited Institution](#) (Online)
 - Join online and enroll in the Dues Installment Program online

Or

- [Non-NAAB Accredited Institution](#) (Manual Application)
 - Download and complete the manual application **and** enroll in the installment program by completing the manual [Dues Installment Program Enrollment Form](#)

New Graduate Associates that are renewing their memberships may enroll online when renewing online.

Do I need to certify a hardship to participate in the program?

No. The Dues Installment Program is available for new and renewing members without regard to hardship.

If I owe a balance from my 2016 membership dues, am I eligible in 2017 program?

No. If you were enrolled in the 2016 payment plan program, you must complete the 2016 installment agreement before enrolling in 2017 payment plan.

When may I enroll in the program?

You may enroll in the 2017 Dues Installment Program online between October 2016-April 30, 2017.

Based on enrollment date, available installments are as follows:

October 2016 – January 31, 2017: Up to six installments

February 1, 2017 - February 28, 2017: Up to five installments

March 1, 2017 – March 31, 2017: Up to four installments

April 1, 2017 – April 30, 2017: Up to three installments

How long will the program last?

The 2017 plan will last up to six months. The first payment will be applied upon processing of the agreement and you may enroll in the program up through April 30, 2017. The balance must be paid in full by June 30, 2017.

Based on enrollment date, available installments are as follows:

October 2016 – January 31, 2017: Up to six installments

February 1, 2017 - February 29, 2017: Up to five installments

March 1, 2017 – March 31, 2017: Up to four installments

April 1, 2017 – April 30, 2017: Up to three installments

How will I be billed for the installments?

Your credit or debit card will be charged on approximately the last business day of the month. For example, the first installment payment will be debited upon enrollment, regardless of the month in which you enroll into the plan. (And so, the first payment date may differ, from the remaining scheduled installment schedule.) Thereafter, your credit or debit card will be charged on approximately the last business day of the month. You will receive an email confirmation of enrollment into the program.

Once you’ve enrolled in the program, you will not be able to adjust the payment schedule.

When can I expect to be billed?

| 2017 Dues Installment Program - Billing and Payment Schedule | | | |
|---|--------------------------------|---------------------------------|---|
| Joining or Renewing and Enrolling in the Installment Program (Enrollment Month) | Installments Available (Up To) | First Payment | Remaining Payments will be Billed Approximately Last Business Day of the Month* |
| October 2016 | 6 | Due upon enrollment in October | Nov 28, Dec 28, Jan 28, Feb 28, Mar 28 |
| November 2016 | 6 | Due upon enrollment in November | Dec 28, Jan 28, Feb 28, Mar 28, Apr 28 |
| December 2016 | 6 | Due upon enrollment in December | Jan 28, Feb 28, Mar 28, Apr 28, May 28 |
| January 2017 | 6 | Due upon enrollment in January | Feb 28, Mar 28, Apr 28, May 28, Jun 28 |
| February 2017 | 5 | Upon enrollment in February | Mar 28, Apr 28, May 28, Jun 28 |
| March 2017 | 4 | Due upon enrollment in March | Apr 28, May 28, Jun 28 |

| | | | |
|------------|---|------------------------------|----------------|
| April 2017 | 3 | Due upon enrollment in April | May 28, Jun 28 |
|------------|---|------------------------------|----------------|

* Must enroll at the same time you join or renew. Will be charged on approximately the last business day of the month

What happens if I am unable to renew on or before March 31, 2017?

If you have not renewed your Institute membership by April 4, 2017, it will be lapsed and you will not receive membership benefits until either dues payment is made in full or you have enrolled in the program. You can enroll in the program up to April 30, 2017.

Will enrollment in the plan adversely affect my membership?

No, you will still remain an active member.

What do I need to enroll in the program?

Please visit www.aia.org/join or www.aia.org/renew and you must enroll online.

[Reinstating](#) members must enroll using a manual process. Reinstating members can contact Information Central at 1-800-242-3837, option 2 or memberservices@aia.org.

Both the membership application and the Dues Installment Program enrollment form for must be submitted for processing.

Is there a fee to enroll in the program?

Yes, a \$40.00 administrative fee will be assessed to help cover the costs of administering the plan. The service fee will be divided evenly and added to each of the payment plan installment payments.

How can I enroll?

Visit www.aia.org/join or www.aia.org/renew and enroll online.

[Reinstating members](#) must and [New Graduate Associate members](#) may enroll using a manual process. Reinstating members can contact Information Central at 1-800-242-3837, option 2 or memberservices@aia.org or access the enrollment form online.

May I pay by check instead of by credit card?

No; we are not accepting check payments.

How can I update my credit card information?

You may update or change your credit card account by signing a new authorization form and submitting it by e-mail or fax for processing. Contact Information Central at 1-800-242-3837, option 2 for the enrollment form.

[Adjustment Form](#)

My firm pays my dues. Can it enroll in the program on my behalf?

Yes, if your firm wishes to enroll in the program on your behalf, it must enroll its Institute members individually online and authorize credit or debit account from which your dues can be paid. Be sure to complete one online enrollment per member.

Can I opt out of the program later?

Yes, you may opt out of the program at any time through a written request to do so. When you opt out, any remaining balance on your 2017 dues will become due and payable immediately.

What will happen if my credit card is declined?

You will be dropped from the program if a payment is not received within 30 calendar days after the due date. In that event, any remaining balance on your 2017 dues will become due and payable immediately.

Can I cancel my membership if I enroll in the program?

Yes, you may resign your membership at any time through a written request to do so. The Institute must receive full payment of your prorated dues until it receives your written resignation. Please email memberservices@aia.org.
