

## MEMBERSHIP RENEWAL INVOICE FOR FY12 (July 1, 2011 – June 30, 2012)



### Determining Your MACDC Membership Dues

- Dues are based on total CDC payroll.
  - Using the space below, add up line 2 of your last four quarterly IRS 941 forms, or just take the latest figure and multiply by 4. Total payroll for all activities of your organization should be included.
  - If you have any wholly owned or controlled subsidiary corporations, please use IRS 941 forms from these corporations in your calculation. **You must send us copies of these forms so we can ensure proper payment and fairness among members.**
  - Multiply the total payroll by .005 (1/2 of 1%)
- The minimum dues payment is \$50 and the maximum amount is \$5,000.

If you are unable to pay before September 1, 2011, please contact Shirronda Almeida (617)426-0303 x23, or check box 3B to set up a quarterly payment plan and mail back this form.

**DISCOUNT:**  
Receive a **5%** discount if you pay before **July 15, 2011**  
All other payments due by **August 15, 2011**

Name of CDC \_\_\_\_\_

Bookkeeper/ Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Line #1: Total annual payroll (Line 2, IRS Form 941) \$ \_\_\_\_\_  
(Form attached)

Line #2: Total payroll multiplied by .005 (Line #1 \* .005) \$ \_\_\_\_\_

Line #3  **Discount** (if paid in full) Line #2 \* 0.05 \$ \_\_\_\_\_  
or

**Payment Plan:** Must be paid in three quarters by March 31, 2012  
**July 13, 2011, October 15, 2011 and January 13, 2012**

Line #4: Total payment enclosed \$ \_\_\_\_\_

Please send this form along with your payment, and your **IRS Form 941** to:  
**MACDC, 15 Court Sq, Suite 600;**  
**Boston MA 02108**