



MEMBERSHIP DUES COLLECTION INSTRUCTIONS **for County Officers Submitting Membership Dues to CMAA**

Submitting State Membership Dues

Submitting state dues promptly ensures that our members receive their benefits soon after they join. Please forward state dues MONTHLY or as soon as you receive a new member's dues regardless of how few you may have. Indicate the batch number and year dues are being submitted for on the dues submission sheet. It is very important that all information for each member is **complete and correct, including email addresses.**

STEP 1: Update Membership Dues Spreadsheets

Dues from new and renewing members should be entered in a spreadsheet, and any new or corrected contact information should be updated (in red) in the file. Please be sure to enter the dues amount paid by each member.

State dues are:

- Regular Member - \$30.00 + County Dues
- Sustaining Member - \$15.00 + County Dues
- Physicians-in-Training - \$5.00 + County Dues
- Friend of Medicine - \$30.00 + County Dues
- State dues optional for Past CMAA Presidents

Help is available: membership@cmaalliancenet.org

STEP 2: Complete the Membership Dues Submission Form

Dues submissions should be summarized on the Dues Submission Sheet. **Please be sure to send this sheet to CMAA with your dues check along with a list of names and amount of dues paid for each member.**

STEP 3: Mail the following items to: CMA Alliance, PO Box 12605, Bakersfield, CA 93389-2605

- _____ A list with full names, addresses and amount of dues paid included in the batch.
- _____ Completed Membership Dues Submission Cover Sheet.
- _____ Check payable to **CMA Alliance**.

STEP 4: Email the following items to Kathy Hughes - cmaakathy@gmail.com

- _____ Spreadsheet with your county's complete membership information.

• **Send AMAA dues directly to AMA Alliance, 5329 Fayette Ave. Madison, WI 53713. 800-549-4619**