

**Affiliate Membership Renewal
Policies and Guidelines
October 2015**

Thank you for renewing your VNAA affiliate membership for the January 1, 2016 through December 31, 2016 membership term. Please follow the guidelines and review the VNAA Renewal Policy below to ensure your membership is successfully renewed.

VNAA members are billed in October for the following year's membership dues. Dues are payable by January 15 of the membership year.

- If paying in full:
 - Dues must be received by January 15, 2015.
 - If no payments have been made by January 15, 2015, the member agency will be notified that they have 30 days to make the full year dues payment or their membership will be deactivated. Payment must be received within 30 days of notice.
- If paying quarterly or semi-annually:
 - By January 15, member agencies must select and report a payment option, agree to payment policy via signature, and return authorization with the first payment.
 - Quarterly payments are due by the 15th of the first month per quarter. (January 15, April 15, July 15, October 15)
 - An agency in arrears will be notified that payment must be received within 30 days or membership will be deactivated.
 - Once deactivated, a member agency must make full payment for the year in question before reactivation can occur.
 - VNAA utilizes collections agencies to ensure payment in full for annual dues commitments.

1) Calculate Dues:

Membership dues are calculated on Net Program Service Revenues (NPSR) from all home-based care service lines (Line 9, IRS Form 990). The attached invoice estimates membership dues. However, please use the chart below to confirm your 2016 VNAA membership dues based on your agency's prior year program service revenue.

Net Program Service Revenue	2016 Affiliate Membership Dues	Administrative Fee for payment options (5%)
<\$1M	\$1,000	\$50
\$1M - \$3M	\$2,500	\$125
\$3M - \$6M	\$6,000	\$300
\$6M - \$10M	\$10,000	\$500
\$10M - \$15M	\$14,000	\$700
\$15M - \$50M	\$17,000	\$850
>\$50M	\$19,500	\$975

The estimated non-deductible portion of your 2016 dues is 12%.

- If the attached Invoice is accurate and you are making one annual payment, please include a copy of the invoice with the payment (if making wire payment, send in copy of invoice with note that wire payment is being sent and the date of the payment).
- If any adjustments are necessary based on your NPSR below please note the changes below and send a copy of this document along with the payment.
- If you select to pay either quarterly or Semi-Annually for payment options, apply the total administrative fee amount to your invoice and return this document with an authorization signature and with the first payment.

2) **Report Dues Adjustment:**

Stand-Alone agency Net Program Service Revenue (NPSR) reported on 2014 IRS Form 990: \$ _____

Adjusted Annual Dues: \$ _____

-or-

Systems Affiliated Self-reported home health, hospice and/or private duty NPR: \$ _____

Adjusted Annual Dues: \$ _____

3) **Authorization for Administrative Fee for Payment Option: (check one)**

Quarterly

(Payable the 15th day of the first month per quarter: e.g., January 15, April 15, July 15, October 15. Total amount: Membership dues plus Administrative fee payable in four equal installments.)

Semi-Annually

(Payable January 15, 2016 and July 15, 2016. Total amount: Membership dues plus Administrative fee payable in two equal installments.)

I hereby certify that in selecting a payment option for membership dues, I understand the contractual obligations to remit payment and agree to submit payment on the dates indicated above, including an administrative fee.

Name of Agency: _____

Print Name and Title of Authorized Company Official: _____

Signature of Authorized Company Official: _____

Email: _____

Date: _____

4) **Remittance Instructions:**

Total amount paid: \$ _____

VNAA accepts check or wire payments. Please include a copy of this document or invoice with your remittance in the envelope provided by January 15, 2016.

Check **Wire (check one)**

Wire Instructions:

Email VNAA's accountant or call 571-527-1535 for bank information to send a wire payment.