



Corporate Club Invoices

Before each dues renewal period, World Headquarters sends an email to every club officer with a link to Club Central where dues can be paid online. Many corporations do not pay member dues online, but instead request an invoice for payment. The corporate club treasurer is responsible for submitting an invoice to the corporation's Accounts Payable Department.

There are three options for invoices:

1. Dues Renewal Report located in Club Central
2. Dues Renewal Invoice and
3. Dues Renewal Invoice for specific renewing members.

Dues Renewal Report located in Club Central

Many corporations will accept this as an invoice, as it includes all necessary information such as dues description, dates, member name, and amount due. We encourage the corporate clubs to use this report as the invoice as it helps everyone move away from manual processing.

Dues Renewal Invoice

If the corporation won't accept the report as an invoice, the club treasurer can request a Dues Renewal Invoice from renewals@toastmasters.org. This invoice includes all renewing members (not new members) who need to pay dues. Typically, the requestor will receive the invoice within 2-4 business days.

Dues Renewal Invoice for specific renewing members

If the corporation requires an invoice for specific renewing members (not all renewing members), the club treasurer can request the invoice by sending a list of member names to renewals@toastmasters.org.

Prospective Clubs Report

When keeping track of dues, districts often want to know the chartering status of prospective clubs. Here is a link to the Prospective Clubs Report on the TI website: [Leadership Central / Performance Reports / Daily Reports / Prospective Clubs](#)