

Email your Club's Membership Submissions

All Membership Excel Submission Forms must be emailed. The Membership Submission Form is an Excel Form and should be saved as an Excel Form. The recommended Excel Membership Submission Form is available on the TFRW Website as well as a PDF Fillable Coversheet that should also be emailed with your membership submission.

PLEASE DO NOT CREATE YOUR OWN FORMS. DO NOT USE OUTDATED FORMS. DO NOT HANDWRITE FORMS. ALL FORMS MUST BE TYPED.

We request that you email Membership Excel Submission form with a copy of your Coversheet to: tfrw@tfrw.org

***Your first Submission must include at least 10 Members and annual Club Service Fee (\$20.00)**

Include in your email:

Attached Excel Membership Submission Form and PDF Cover Sheet

1. **Your club's full name not the acronym** (Republican Women may be abbreviated)
2. The submission number
3. If you paid online or are mailing a check
4. A copy of your receipt if you paid online
5. The check number if you are mailing a check

Paying by check, dues are \$25.00 per member. (\$20.00 Annual Club Service Fee First Submission)

1. Include copy of Coversheet only. **DO NOT MAIL EXCEL MEMBERSHIP SUBMISSION FORM.** PLEASE EMAIL YOUR EXCEL MEMBERSHIP SUBMISSION FORM to tfrw@tfrw.org
2. Write the submission number on your check.
3. Mail only Check and Copy of Coversheet to:

**TFRW Headquarters
P.O. Box 171146
Austin, Texas 78717-0041**

Paying by credit/debit card, dues are \$25.30 per member. You must log on to the TFRW Website; Click on Members; Click on General Forms and Documents; Click on Membership Dues (Left side of page) ... secure link will appear

<https://simplecheckout.authorize.net/payment/CatalogPayment.aspx>

Annual Service Club Fee paid by credit card is a separate transaction. This charge is paid yearly and is a one time annual fee. Click on Service Charge...secure link will appear

<https://secure.authorize.net/gateway/transact.dll>

Membership Submissions are not updated until Payment is received.