



OREGON SOCIETY OF TAX CONSULTANTS, INC.

Six for \$25 Unit Summary

Unit Name: \_\_\_\_\_

Date of Class: \_\_\_\_\_

**Income Collected at the Door & Membership Fees:**

# of Members @ \$25 and Total	_____
# of Non Members @ \$85 & Total	_____
# of Late Registration fees @ \$25 & Total	_____
Membership Dues	_____
Initiation Fees @ \$10	_____
 Total Collected & Remitted to State	 _____

**Attachment Checklist**

- \_\_\_\_\_ Sign-in Sheets & Registration List
- \_\_\_\_\_ Registration forms received at the door registration
- \_\_\_\_\_ Applications for New Members with checks attached
- \_\_\_\_\_ Speaker Agreement if not already turned in
- \_\_\_\_\_ Total Number attended, including the Speakers

Please Submit Report To: OSTC State Treasurer, Catherine Weesner  
9915 SE 91<sup>st</sup> Avenue, Happy Valley, OR 97086  
971-219-6003 Treasurer@OSTCInc.org

**Reports are due by January 31<sup>st</sup>.** If reports are submitted by January 31<sup>st</sup>, the Treasurer will make every effort to send the Unit's share of proceeds the first of February. Reports received after Jan. 31<sup>st</sup> and/or incomplete reports will have to wait until after tax season, no later than May 1<sup>st</sup>.

In Addition: All dues or membership money received at the Seminar should be forwarded to the State. They should NEVER be deposited into the Unit's Account!

Remember: New members can sign up for \$30 (pro-rated fee) if they pay non-member registration. Do not let them join at the door and pay the member registration price. Past due members (within the last 3 years) must pay \$60 plus **\$50 late fee**. Complimentary members need to apply for membership before the seminar to receive the membership price.

Comments: \_\_\_\_\_  
\_\_\_\_\_