

NEW/ AE ORIENTATION



NARdotRealtor



nar.realtor

 NATIONAL
ASSOCIATION OF
REALTORS®

WELCOME

NAR Dues Policy and Procedures
October 13, 2021

NAR Dues Details You Need To Know



2022

JANUARY							FEBRUARY							MARCH							APRIL							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31																											
MAY							JUNE							JULY							AUGUST							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31																											
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	31																											



- What are “dues” facts
- What are important dates to remember
- Best Practice tips to ensure NAR Dues compliance

Dues Facts To Know

- NAR dues governed by NAR Bylaws, Article II
- 2021 NAR Constitution and Bylaws can be reviewed and downloaded online by going to [NAR.REALTOR](https://www.nar.realtor)
- Dues are payable to NAR on January 1 of each year, however, the NAR Bylaws allow for a 90-day grace period.



Dues Facts To Know

- NAR dues and assessment amount for 2022 is \$185 [\$150 Dues + \$35 Consumer Advertising Campaign]
- **Annual dues obligation is based on the membership count in M1**
 - Membership Count includes Primary members
 - Secondary members are excluded
 - Membership Statuses = Active + Provisional + Suspended
 - Important that member join dates are accurately reported



Dues Facts To Know

- Dues Waived for the following:
 - NAR Realtor[®] Emeritus
 - NAR Past Presidents
 - NAR Past Treasurers
 - NAR Distinguished Service Award Recipients
 - Active Realtors[®] called to active military duty



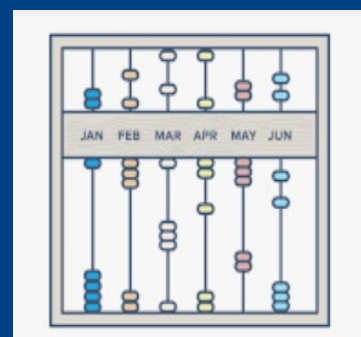
Dues Facts To Know

- ▶ New membership – only dues component is prorated.
- ▶ Consumer Advertising Campaign fee is NOT prorated.
 - \$35 Assessment portion of dues is completely deductible
 - Correct labeling on the invoice is important
- ▶ Due date to remit new member dues payments is the month following the date the member joins the association



2022 NAR Dues and Consumer Advertising Campaign Fee Schedule

Month	Dues	Assessment Fee	Total
January	150	35	185
February	137.50	35	172.50
March	125	35	160
April	112.50	35	147.50
May	100	35	135
June	87.50	35	122.50
July	75	35	110
August	62.50	35	97.50
September	50	35	85
October	37.50	35	72.50
November	25	35	60
December	12.50	35	47.50



Dues Facts To Know

Refund Policy:

- No dues refunds effective January 1 of the new calendar year.
 - **Exception:** If member paid future year dues and is requesting dues refund prior to December 31, 2xxx
 - **Exception:** Duplicate Payments or Overpayments
- Please submit requests to duesinquiries@nar.realtor



Refund Procedure

Refund requests should include:

- Reason for request [i.e. overpayment or duplicate transaction]
- Please submit state refund requests directly to state association
- The EC control number, transaction payment date, member name and ID
- If the payment was an EFT, we will need the associations backend office report with list of individual members included and total to match the EFT amount.



Reconciliation Review

Best Practice Tips:

- Maintain member profile status changes on a timely basis.
- Reconcile M1 membership list against paid membership records per “in house” database system to find differences such as non-paid members active on M1.



Important Date to Remember

March 31, 2022

- FINAL due date to inactivate or terminate membership statuses on M1 for all non-paid members.
- FINAL due date to remit payment to NAR via Electronic Funds Transfer.



What Happens after March 31

- ▶ Courtesy phone calls placed / emails sent to Local Association AE's and/or Staff
- ▶ **Let's work together**
- ▶ Payment due notifications are sent to Local and State Association EO's and their Leadership
- ▶ Best Practice Tip: Communicate with Staff and ask for status update to ensure NAR dues compliance



Important Dates to Remember

▶ Schedule of NAR Dues Collection Notices

- ▶ **March 31** - Grace period ends
- ▶ **April 15** - Letters to state EO's listing all boards delinquent in their state
- ▶ **May 1** – Second delinquent notification sent to board EO's
- ▶ **May 15** - Final dues collection notice sent to board President
- ▶ **May 31** - If the balance is not resolved by May 31, interest fees accrue retroactive to April 1
- ▶ **NAR Finance Committee Involvement** - Consequences for non-compliance are governed by the Bylaws and NAR Finance Committee policy and can ultimately result in revocation of the Board's charter



How to Transmit NAR Dues

▶ Ecommerce

- ▶ Electronic Funds Transfer
- ▶ Billing Year and Dues & Assessment breakdown information is required
- ▶ Breakdown of counts should match the dollar amount being sent



Electronic Fund Transfer [EFT] Screen

Return to Main Menu Access NRDS eCommer

Electro

Logged in Member: NAR EC
Association Name: NATIONAL ASSOCIATION OF REALTORS
Office Name: NATIONAL ASSOCIATION OF REALTORS

Receiving Association ID: *

Or

Receiving Association Name: 1 - NATIONAL ASSOCIATION OF REALTORS

Bank Account: *

Transfer Amount: * \$

NAR Dues?: * Yes No

Comments: *

* Required Fields

	2020	2021	2022
# of Renewing Members	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Non-Member Salesperson	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JAN	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in FEB	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in MAR	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in APR	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in MAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JUN	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in JUL	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in AUG	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in SEP	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Members joined in OCT	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and Close](#)

[Create Transfer](#)



How to Reach your NAR Colleagues

Elizabeth Valdes

Dues Compliance Specialist

312.329.8211

evaldes@nar.realtor

M1 & Ecommerce Support

Help Desk 1.800.868.3225

Patty Garcia

Director, NAR Dues Compliance

312.329.8214

pgarcia@nar.realtor

*DUES REFUND REQUESTS

*Email: duesinquiries@nar.realtor

John Pierpoint

Chief Financial & Internal Operations Officer

312.329.8260

jpierpoint@nar.realtor

THANK YOU.



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