



**Request for Certification of Publisher Member Revenues**

To: All Publisher and Associate Publisher Principle Representatives  
From: Cindi Aldrich  
Date: May 29, 2018  
Re: Revenue Certification for FY2018/19 Dues Calculation

The Bylaws of the Association require all Publisher members to certify their gross sales revenues for their most recent accounting year as the basis for calculation of FY2018/19 membership dues. The purpose of this advisory is to provide you with all information and forms necessary for you to complete that process in a timely fashion.

Enclosed please find the Association's FY2018/19 Schedule of Membership Dues and Fees as well as your Certification of Revenues reporting form. There are notable refinements to both documents.

Please complete your Certification of Revenues Reporting Form and submit to ADP no later than Friday, June 15, 2018. This form must be returned in order to complete your Annual Membership Renewal. If the completed form is not received by the due date, ADP Membership Benefits will be suspended.

**Fax:** 770-462-0457  
**Email:** [info@adp.org](mailto:info@adp.org)

**Please be assured that all revenue information provided is held in strict confidence, with access limited to ADP staff. Your information is not accessible by any Director, Officer or other member.**

**Association of Directory Publishers**

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*Founded in 1898, ADP is the oldest and largest trade association representing directory publishers in the United States.*

**PO Box 209/ Traverse City, Michigan 49685  
P: 800.267.9002 / F: 770.462.0457/ E: [info@adp.org](mailto:info@adp.org) / W: [www.adp.org](http://www.adp.org)**



**CERTIFICATION OF REVENUE  
REPORTING FORM**

**Company Name**  
\_\_\_\_\_

Method of Accounting:  Accrual  Cash

Report Calculated on  Calendar Year  Fiscal Year \_\_\_\_\_  
(month/day/year ending)

Annual Gross Sales Print Revenue: \$ \_\_\_\_\_

Annual Gross Sales Mobile Revenue: \$ \_\_\_\_\_

Annual Gross Sales Online Revenue: \$ \_\_\_\_\_

Total Annual Gross Sales Revenue: \$ \_\_\_\_\_

Revenue must include both of these items:

- 1) Delinquent and uncollected debt if cash accounting method is utilized.
- 2) Gross sales revenue of directories acquired during calendar year 2017

**Method of Revenue Certification:**

- Audited report certified by outside CPA on CPA's letterhead
- Compilation report certified by outside CPA on CPA's letterhead
- Copy of 2017 Federal Income Tax Return - only the section which indicated gross receipts or sales

One of the above methods of revenue certification is required. However, if preparation of one of these acceptable methods is in process, a good faith estimate may be submitted. We may contact you to substantiate the good faith estimate.

**Installment Payment Options**

Please invoice me in:

- One Payment due July 1, 2018
- Two Payments due July 1 and Dec. 1, 2018
- Four Payments due July 1, Oct. 1, Dec. 1, 2018 and Feb. 1, 2019
- Eight Payments due July 1, Sept 1, Oct 1, Nov 1, Dec 1, 2018, Jan 1, Feb 1, and March 1, 2019

The following related information will assist in updating ADP records.

Did you start new directories in 2017?  Yes  No Number of New Directories: \_\_\_\_\_  
Did you acquire existing directories in 2017  Yes  No Number of Acquired Directories: \_\_\_\_\_  
If yes, from what company(ies)? \_\_\_\_\_

Total number of directories published and certified in this report: \_\_\_\_\_ Distribution of Directories: \_\_\_\_\_  
Number of Sales Representatives: \_\_\_\_\_

Certification submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number \_\_\_\_\_

**Please return to ADP no later than June 15, 2018.**

SCHEDULE OF MEMBERSHIP DUES FOR FISCAL YEAR 2019  
JULY 1, 2018 - JUNE 30, 2019

■ **PUBLISHER AND ASSOCIATE PUBLISHER MEMBERS:**

Pursuant to Article 4.9 of the bylaws of the Association, the certified revenues on which dues in this class of membership shall be calculated must include the annual gross sales revenues of member's directory business in calendar 2017 plus the total aggregate sales revenues gained through acquisitions, asset purchases, mergers and other such transactions during calendar 2017.

<u>Revenue</u>	<u>Annual Dues</u>
Less than \$ 500,000	\$ 500
\$ 500,001 - \$ 1,000,000	\$ 900
\$ 1,000,001 - \$ 1,500,000	\$ 1,500
\$ 1,500,001 - \$ 2,000,000	\$ 2,000
\$ 2,000,001 - \$ 3,500,000	\$ 3,000
\$ 3,500,001 - \$ 7,500,000	\$ 4,000
\$ 7,500,001 - \$ 10,000,000	\$ 5,000
\$ 10,000,001 - \$ 12,500,000	\$ 6,000
\$ 12,500,001 - \$ 15,000,000	\$ 7,000
\$ 15,000,001 - \$ 50,000,000	\$ 8,000
	Plus the excess over \$15,000,000 multiplied by the factor of .0002
\$ 50,000,001 - \$ 200,000,000	\$ 15,000
\$ 200,000,001 and over	\$ 25,000

*The maximum increase in any Member's dues remaining in the same dues revenue category shall be limited to 10 percent in any single fiscal year. Any Member whose certified revenue steps that Member into another dues revenue category shall pay the dues stipulated for that category.*

■ **INTERNATIONAL PUBLISHER MEMBERS\***

Interested	\$ 1,000
Invested	\$ 3,000

■ **PARTNER MEMBERS\***

Interested	\$ 1,000
Involved	\$ 1,750
Immersed	\$ 3,000
Invested	\$ 5,000

■ **CMR/AGENCY MEMBERS**

\$ 350

■ **JOINTLY-OWNED MEMBER COMPANIES**

*Dues for two or more jointly-owned Publisher Members shall be calculated on total combined revenues. Dues for any combination of Publisher or Partner Member other than the above shall be calculated based on the Member company incurring the greatest applicable dues plus 50 percent of the applicable dues for each additional Member company.*

■ **INITIATION FEE FOR ALL CLASSES OF MEMBERSHIP**

\$ 250

*\* New Membership Dues offering that allows members to opt-in at the level of exposure they want from the industry. Please see the Membership-at-a-Glance document for details.*