



Request for Certification of Publisher Member Revenues

To: All Publisher and Associate Publisher Principle Representatives

From: Cindi Aldrich

Date: June 25, 2020

Re: Revenue Certification for FY2020/21 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 FY2020/21 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 FY2020/21 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, July 10, 2020. 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

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

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

PO Box Q/ Lake City, Michigan 49651
P: 800.267.9002 / F: 770.462.0457/ E: info@adp.org / W: 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:

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 2019 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, 2020

☐ Two Payments due July 1 and Dec. 1, 2020

☐ Four Payments due July 1, Oct. 1, Dec. 1, 2020 and Feb. 1, 2021

☐ Eight Payments due July 1, Sept 1, Oct 1, Nov 1, Dec 1, 2020, Jan 1, Feb 1, and March 1, 2021

The following related information will assist in updating ADP records.

Did you start new directories in 2019? ☐ Yes ☐ No Number of New Directories: _____

Did you acquire existing directories in 2019 ☐ 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 July 10, 2020.

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Dues Schedule

SCHEDULE OF MEMBERSHIP DUES FOR FISCAL YEAR 2020 JULY 1, 2020 - JUNE 30, 2021

■ 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 2019 plus the total aggregate sales revenues gained through acquisitions, asset purchases, mergers and other such transactions during calendar 2019.

Revenue	Annual Dues
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.*