

# Dues: What to Send Where

**Must I do these steps each time I pay for an order? YES!**

## International – create orders in the Dues Portal

Access the International dues portal at [www.dkg.org](http://www.dkg.org); sign in, go to Chapter Connect, click Pay Dues button; open Order Management; create an order to pay members' dues.

### Send International the following to submit payment for members:

1. A **copy of the order form** printed from the Dues Portal - **print 3** (one for International, one for TSO, and one for chapter treasurer records)
2. A **check to DKG International** for the amount indicated on the order(s). Multiple orders can be paid with one check - include the order numbers in the memo of the check.
3. **Mail order form & check to DKG International** at the Austin address listed on the order form.

**Send Form 18A & Form 6 to both entities to indicate member deaths or drops.**

## TSO – use the International order form and the TSO Fee Form

Access the TSO site at [www.dkgtexas.org](http://www.dkgtexas.org) ; open the Treasurer's page, scroll to Dues section; open, download and save the TSO Fees Form.

### Send TSO the following to submit payment for members:

1. A **copy of the order form** printed from the International Dues Portal.
2. A **copy of the TSO Fee** Form to calculate total payment: dues & scholarship fee. Fill out completely and make 2 copies (one for TSO and one for chapter treasurer records). Refer to the TSO Dues Chart for dollar amount guidance.
2. A **check to TSO** for dues + fees as calculated on the TSO Fee Form. Multiple orders can be paid with one check - include the order numbers in the memo of the check.
3. **Mail order form, TSO fee form & check to TSO** at the Dallas address listed on the TSO Fee Form.