



# Connecticut Town Clerks Association

## ANNUAL DUES MEMBERSHIP FORM 2017

Date of Invoice: January 1, 2017

\*\*\*Must be received by February 10, 2017  
to avoid late fee of \$25.00.

TOWN\_\_\_\_\_

Clerk Name\_\_\_\_\_Official Title\_\_\_\_\_

Mailing Address\_\_\_\_\_

Office Phone No.\_\_\_\_\_Fax No.\_\_\_\_\_

Email\_\_\_\_\_

ADDITIONAL STAFF MEMBER (s): by including additional staff e-mail address, Clerk is authorizing CTCA emails to go directly to these members in addition to town/city clerk.

Name and Title\_\_\_\_\_

Email (optional) \_\_\_\_\_

Name and Title\_\_\_\_\_

Email (optional) \_\_\_\_\_

Name and Title\_\_\_\_\_

Email (optional) \_\_\_\_\_

Name and Title\_\_\_\_\_

Email (optional) \_\_\_\_\_

Name and Title\_\_\_\_\_

Email (optional)\_\_\_\_\_

Total Amount Enclosed (payable to CTCA Annual Dues) \$\_\_\_\_\_

See fee schedule listed on page two.

Send completed form with check to: Joan Angelini, CTCA Secretary, c/o Westbrook Town Clerk's Office, 866 Boston Post Road, Westbrook, CT 06498

If you have questions, call or email Joan at 860-399-3044 or

[jangelini@westbrookct.us](mailto:jangelini@westbrookct.us).

**IMPORTANT INFORMATION UPDATE FOR C.T.C.A.**  
**ANNUAL MEMBERSHIP DUES**

Dear Connecticut Clerks:

Please read carefully the information that is provided per our CTCA By-Laws. There are no increases to the fee schedule.

**Payments received after February 10, 2017 will not be accepted without a \$25.00 late fee included regardless of when they are mailed.**

**Following is breakdown of the annual dues fees and a renewal form is attached. Hopefully this will clearly explain how to calculate the dues for your office.**

**FEE SCHEDULE:**

- 1) TOWN FEE – \$150.00 for one year  
(Includes one MUNICIPAL CLERK & one ASST/DEPUTY)
  
- 2) Additional ASSISTANT/DEPUTY TOWN CLERKS – \$50.00 each
  
- 3) Additional STAFF MEMBERS IN CLERK'S OFFICE – \$40.00 each
  
- 4) RETIRED CLERKS – \$10.00 per member

Please complete the attached dues submission form with a check.