

Suspended Member Listing Request Form

(Reports listing members suspended within the past 90 days must be obtained using the real-time reporting function under My Chapter)

The _____ Chapter/District of APICS would like to request an Excel file containing our suspended memberships for the date range and membership type(s) indicated below. We understand that only active chapter/district officers can request a suspended membership listing report (requests can be mailed, faxed, or e-mailed).

(PLEASE PRINT OR TYPE)

Date: _____ Chapter/District Officer's APICS ID: _____

Chapter/District Officer's Name: _____

Chapter/District Officer's Signature: _____

E-mail Address to Send Report: _____

Dues Paid Through Date: Reflects the membership expiration date that appears on a member's membership card. A dues paid through date may fall on any day during the month.

Suspension Date: Reflects the date when a member actually loses membership status unless the membership has been renewed. Suspension always occurs at the end of the month following the month of a members dues paid through date.

Illustration: *If the dues paid through date is February 15, 2009; date suspended would be March 31, 2009.*

Please indicate below the **dues paid through date range** for your report:

Start Date: End Date:
(example: 6/1/2009) (example: 12/31/2009)

Membership Type(s) - (Indicate below which types should be included in report):

Professional	Corporate Voting	Honorary Chapter
Retired	Student Associate	

Note: Your request will be processed within four business days of receipt and sent to the e-mail address that you designate below.

Return completed form to:

Attn: APICS Chapter Relations
 Fax: (773) 639-3007
 E-mail: chaprel@apics.org
 8430 West Bryn Mawr Avenue
 Suite 1000
 Chicago, IL 60631
 Phone: (800) 444-2742 or (773) 867-1777

