

Affidavit of Member Category Breakdown Instructions

Every Member Group must submit the Affidavit of Member Category Breakdown annually. It must be completed, notarized and submitted to ACA's office by March 3rd.

Completion Instructions

1. Complete the Member Organization identifying information as follows:

- 1.1 State of **State**: Insert the state in which you are executing this document and having it notarized.
- 1.2 County of **County**: Insert the county in which you are executing this document and having it notarized.
- 1.3 I, **_____**, being duly sworn: Insert your name.
- 1.4 I am the **_____**: Insert your title.
- 1.5 ...and am the official representative of **_____**: Insert the name of the Member Organization.

2. Complete the affidavit data fields as follows:

Effective with this 2015 affidavit (for the 2014 reporting year) the information you provide is based on a calendar year basis, and not your fiscal year.

- 2.1 PM cell: Insert the number of Published, Dues-Paying Members in your organization.
- 2.2 NM cell: Insert the number of members responding to your survey.
- 2.3 Cell fields 11 through 121, corresponding to paper print data from your completed Authors Coalition surveys: Insert the number of your members reporting in each category for which you are eligible to claim. If you are not eligible to claim in a category, the data need not be provided.

If you are claiming in two categories, please complete a second affidavit for your secondary category. Please remember that while you may extrapolate in your primary category, you must use an actual count of members claiming under a secondary category; no extrapolation is permitted in the secondary category.

Section 4. Have a Notary Public complete the notary block.

IF SENT BY US POSTAL SERVICE:		IF SENT BY COURIER:	
Authors Coalition of America		Dorien Kelly, Authors Coalition of America	
PO Box 799		501 Berding Street	
Ferndale, CA 95536		Ferndale, CA 95536	