Make-Whole Process

LWVUS has committed to making up any potential shortfall in dues revenue for the first two years after launching the LWV Member Portal. The process by which this will happen is as follows:

First, LWVUS will compare each League's "base year" with the actual dues revenue taken in between 2/3/25 and 1/31/26 through the LWV Member Portal (including offline payments recorded in the portal). The base year is the pre-launch number of members paying pre-launch dues minus PMP. This is essentially the amount of base dues revenue collected by the League in the year before the transition (2/1/24 through 1/31/25).

To determine what the base year is for your League:

- Take the basic dues rate your League charged individual members before launch and subtract $32 (national PMP) and the amount your state League charged in state PMP for Primary members. Multiply this by the number of Primary members listed on the FY26 PMP invoice you received from LWVUS.
- Take the basic dues rate your League charged for a household and subtract the rate your League charged for an individual. Subtract $16 (national PMP) and the amount your state charged in state PMP for Additional members. Multiply this by the number of Additional members listed on the FY26 invoice you received from LWVUS.
- Take the basic dues rate your League charged for student members (if anything) and multiply this by the number of Student members listed on the FY26 invoice you received from LWVUS.
- Add these three amounts together (or two amounts, if your League did not collect dues for students). This should be the total amount your League kept in member dues the year before launch of the new portal.

Note: if your League did not receive a PMP invoice and should have, or if your League was using the ClubExpress Funds Connector and you don't know the 1/31/25 member count, please reach out to membership@lwv.org.

In February, LWVUS staff will contact any League determined likely to have taken in less in member dues under the first year using the portal than their base year. These Leagues will receive an email to the address listed in the portal under League Profile as their Financial Notifications email, which will include a link to request shortfall mitigation funds.

The form to request funds will ask for:

- Your League name and League ID
- A contact email for the person requesting the funds
- The base dues rate your League was charging individual members prior to launch (not higher tiers of membership)
- The base dues rate your League was charging for household memberships prior to launch (not higher tiers of membership) – note: this should be the full amount that was charged for

a household, not just the amount that was charged for an additional member (e.g. if an individual was $60 and a household was $90, enter $90)
- The base dues rate your League was charging to student members (if applicable)

In the event that a League's own calculations show that they are eligible for shortfall mitigation but LWVUS has not reached out about this, the link to the request form will be made available to all Leagues on the Member Portal Resources page and in the League Update newsletter.

For any submissions where the information given by the League varies significantly from the information LWVUS had previously collected, LWVUS staff will reach out to the contact person listed on the form to determine the discrepancy.

For any submissions that are determined to be correct, LWVUS will create an invoice for the variance between the base year and the dues taken in this year and submit it to Bill.com. Funds will be sent the same way a League's portion of check-paid dues are sent. Any Leagues not yet set up for direct deposit will be required to do so to receive the funds.