# KEY INFORMATION FOR MEMBERSHIP INFORMATION, REPORTING, AND PAYMENT OF FEES 2024-25

## REGARDING MEMBERSHIP INFORMATION

The State Bar will be mailing orange postcard reminders regarding membership reporting and fees in June for the July 1, 2024 - June 30, 2025 fiscal year. Please be sure to log into the membership portal and verify or update your contact information (Bylaw 2.02 (b)) **by JUNE 1**.

Information that you will need to verify or update include:

1.      Name of Employer (If sole practitioner, enter the sole practitioner's name)

2.      Address of Principal Place of Business

3.      Telephone and Fax Numbers

4.      Email Address

## REGARDING WVSB MEMBERSHIP REPORTING AND PAYMENT OF FEES 2024-25

**Active, Active not practicing, and Inactive Members —** DEADLINE for payment of Membership Fees is SEPTEMBER 1, 2024.

**Active Members --** DEADLINE for reporting FRD, IOLTA, and Succession Planning is SEPTEMBER 1, 2024.

**Active not Practicing and Inactive Members** are not required to report FRD, IOLTA, and Succession Planning.

**Judicial and Inactive Members over 70** are not required to pay membership fees or complete reporting.

Members should pay fees and report online at https://wvbar.org/reporting-and-fees

Firms with 5 or more members should designate an administrator to pay fees and complete reporting. Go to www.wvbar.org/firm.

**Automatic Penalties** – After September 1, 2024, separate penalties of $200 **<u>each</u>** will be assessed automatically for late payment of fees, late FRD reporting, and late IOLTA reporting.

Payment of fees may be by credit card or check. Checks should be payable to WVSB and include the online

invoice received after submission of information. One check may be issued for multiple members. Mail checks to Membership/WVSB, 2000 Deitrick Blvd., Charleston, WV 25311. Envelopes must be postmarked by Sept. 1, 2024.

**If You Wish to Change Your Membership Status:** Submit a Status Change Request at www.wvbar.org/statuschange before paying fees and reporting. For assistance, contact membership@wvbar.org