



## DirectTrust Dues and Fees Policy

April 8, 2020

### Membership Dues

In order to remain a member in good standing with DirectTrust and DirectTrust Standards, members are required to pay dues on an annual basis. Additionally, members are required to provide an attestation to their membership category on an annual basis. Membership dues invoices are sent to each member sixty (60) days prior to their membership renewal date and are due on or before that date.

### Overdue Membership Dues

In order to remain a member in good standing with access to all of the benefits of membership, DirectTrust members and DirectTrust Standards members are to remain current on their annual dues payment. In the event a member's dues are not paid on time, the member will be given a 60-day grace period to pay their annual dues. After 60 days, if payment is not received the member will be suspended and removed from the membership list until payment is received. Upon payment, the member will be reinstated.

### Financial Attestations

In order to remain a member in good standing, with access to all of the benefits of membership, DirectTrust members and DirectTrust Standards members are required to attest to their organization's membership category on an annual basis. In the absence of an organization's attestation, the organization's membership category will be considered the highest category and dues will be invoiced accordingly.

### Network Services Fees

In order to remain in one or more of the DirectTrust Trust Bundles, HISPs are required to pay semi-annual Network Services Fees. Network Services Fees are invoiced as described on the DirectTrust website. Network Services Fees invoices are sent to participating HISPs sixty (60) days prior to their due date. Fees are due on January 1<sup>st</sup> and July 1<sup>st</sup>.

### Overdue Network Services Fees

In order to remain in the DirectTrust Trust Bundles, HISPs are required to remain current on their Network Services Fees. In the event a HISP's Network Services Fees are not paid on time, the HISP will be given a 30-day grace period to pay their fees. After 30 days, DirectTrust staff will notify DirectTrust management and the Trust Anchor Approval Committee of the overdue invoice. Please see the Accredited Trust Anchor Bundle SOP and the Federated Services Agreement for further information regarding unpaid fees.



### Accreditation Fees

In order to remain a DirectTrust Accredited HISP, CA, or RA, organizations are required to pay applicable fees. Accreditation Fees are invoiced as described in the DirectTrust Accreditation Program Standard Operating Procedures.

### Overdue Accreditation Fees

In order to remain a DirectTrust Accredited HISP, CA, or RA, organizations are required to remain current on their Accreditation Fees. Please see the Accreditation Program Standard Operating Procedures, the Accreditation Agreement and the Federated Services Agreement for further information regarding unpaid fees.

### Dispute Resolution

DirectTrust management can, at its discretion, make determinations regarding membership dues, Network Services Fees, and Accreditation Fees based on individual circumstances.