



WMA ANNUAL DISTRIBUTOR DUES RECERTIFICATION

FAQ

Do I include all millwork locations in reporting my company's annual sales?

When reporting your company annual sales, the total sales must include all millwork branch locations for the most recent fiscal year. All information provided is confidential to WMA headquarters.

Do all millwork branch locations need to be included and listed as part of my membership?

Yes, the WMA Bylaws Membership Criteria states, *all millwork branch locations must be listed and be a part of the WMA Membership*. You can verify your company branch location(s) information in your **Company Profile** located in the Membership Portal of the WMA website. If you do not recall your username or password to enter the Membership Portal, contact WMA for assistance. Information on how to access your Company Profile is also located on the WMA website.

Should I notify WMA if I acquire a new branch or there is a location change?

Yes, please remember that distributor members are required to update the Association when acquiring or opening a new millwork location or any branch changes during the year. Additional millwork locations, address or contact changes, and branch closures can be documented on the [Branch Location Change Form](#). Only a "closed" branch may be removed from the membership and Company Profile.

When is the annual Distributor Dues Recertification Form due to WMA?

The annual Distributor Dues Recertification form is due to World Millwork Alliance no later than September 30, 2024.

What if I have company changes to a primary company contact or invoicing personnel?

Notify WMA by contact WMA headquarters as soon as possible by either: completing a **Distributor Company Update form** located on the WMA website; or you can send an email directly to Asmith@worldmillworkalliance.com. Follow up on your email to ensure your request has been received at WMA.