



**2023 AIA MINNESOTA FIRM ASSESSMENT INVOICE**

Invoice Date: December 15, 2022  
**Due Date: January 31, 2023**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are receiving this information because you are the firm principal contact listed for your firm. Firm assessments provide funding for AIA Minnesota efforts that directly benefit firms and are based on the total number of architecturally related personnel at your firm. Please complete the enclosed Invoice and Employee List and return both with payment.

**Please Calculate Your Firm Assessment As Follows:**

Step 1: Fill out the enclosed Employee List with names of architecturally related personnel at your firm.  
How many architecturally related personnel does your firm have? \_\_\_\_\_

Step 2: Based on the quantity from Step 1, multiply the number of people by the appropriate amount:  
The first 10 employees (1-10): \$132.00 per person

Number of employees \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

The second 10 employees (11-20): \$125.00 per person

Number of employees \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

The third 10 and over employees (21+): \$112.00 per person

Number of employees \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

SUBTOTAL: \$ \_\_\_\_\_

Step 3: Membership Incentive Deduction: Deduct \$27.00 for each employee who is an AIA Minnesota member (registered, associate or allied).

Number of AIA Minnesota members \_\_\_\_\_ x \$27.00 = — \$ \_\_\_\_\_

**Total Firm Assessment Due** (Subtract Step 3 from Step 2.)      **GRAND TOTAL: \$** \_\_\_\_\_

**Method of Payment** (circle one):      Check Enclosed      Visa      MasterCard      AmEx

Card Number #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Three-digit security code: \_\_\_\_\_

*For federal tax purposes, payments made to AIA Minnesota are not deductible as charitable deductions but are deductible as business expenses except for the percentage spent on lobbying state government. For the year 2023, 94% of your firm assessments are deductible on federal tax forms.*

Submit the invoice and worksheet by mail or email:  
AIA Minnesota, 105 5<sup>th</sup> Avenue South, Suite 485, Minneapolis, MN 55401  
[membership@aia-mn.org](mailto:membership@aia-mn.org) Phone: (612) 767-1748

## 2023 AIA MINNESOTA FIRM ASSESSMENT EMPLOYEE WORKSHEET

Your firm assessment is based on the total number of architecturally related personnel. “Architecturally related personnel” is defined as: All architect owners/principals, architects, architectural designers/interns, draftpersons, and field personnel. Also included are planners, interior designers and landscape architects. Not included are engineers, administrative staff, custodians, accountants, print shop personnel, or individuals who work less than 20 hours per week. Email Amber Allardyce, at [allardyce@aia-mn.org](mailto:allardyce@aia-mn.org) with questions.

Please list all such personnel below with their job title, circle their member status, and total the number of personnel and AIA Minnesota members. Use the total number of personnel on the Firm Assessments Invoice, Step 1. Use the total number of members under Step 3. Return this worksheet with the Firm Assessment Invoice and payment to AIA Minnesota by **January 31, 2023**.

Employee Name	Job Title	AIA MN Member?	
1.		YES	NO
2.		YES	NO
3.		YES	NO
4.		YES	NO
5.		YES	NO
6.		YES	NO
7.		YES	NO
8.		YES	NO
9.		YES	NO
10.		YES	NO
11.		YES	NO
12.		YES	NO
13.		YES	NO
14.		YES	NO
15.		YES	NO
16.		YES	NO
17.		YES	NO
18.		YES	NO
19.		YES	NO
20.		YES	NO
21.		YES	NO
22.		YES	NO
23.		YES	NO
24.		YES	NO
25.		YES	NO

TOTALS

Total Architecturally-Related  
Personnel: \_\_\_\_\_

Total AIA MN  
Members: \_\_\_\_\_