



# Request to Transfer Form

A Member in good standing, requesting to transfer their membership to another chapter, must complete and submit this form for approval and signature of their Executive Director or Regional Office staff.

Upon approval of this Request to Transfer Form by the Executive Director or Regional Office staff, the member should then submit this completed form along with a completed new Membership Application to the Vice President of the chapter they wish to transfer to.

To make a long-term commitment to the new chapter, along with the approved Request to Transfer Form and the completed new Membership Application, the member will be required to submit a minimum one-year membership fee to their new chapter if they have less than 12 months remaining on their current membership. Upon acceptance by the Membership Committee of the new chapter, the remaining months the member has left from their former chapter will be added.

## Step One: Member's Request

Member Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Chapter Transferring FROM: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_

Vice President Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Request to Transfer TO: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Reason for Transfer: \_\_\_\_\_

*Please submit to the BNI Regional Office by fax or email  
PRIOR to proceeding with transfer.*

## Step Two: Executive Director Approval

Approved       Denied

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Months Remaining to Transfer: \_\_\_\_\_

*(Will be officially determined when application is received in the BNI Regional Office.)*

Comments: \_\_\_\_\_