



PHI KAPPA PSI
FRATERNITY

2025-26

MEMBERSHIP COSTS

This document outlines the billing structure, payment procedures, and important dates for Phi Kappa Psi chapters. Please review the payment methods based on your chapter's LegFi status and note all billing deadlines to avoid late fees.

Additionally, pay close attention to your chapter's housing status, as Independently Housed Chapters and Corporation Housed Chapters have different per member rates due to varying Liability Insurance Premiums.

PAYMENT INFORMATION

Chapter billing contacts receive invoices and monthly account statements via email.

Chapters utilizing LegFi should submit payment via **LegFi**.

Chapters EXEMPT from LegFi should send a **check** or **money order** payable to:

Phi Kappa Psi Fraternity
5395 Emerson Way
Indianapolis, IN 46226

All payments (checks or otherwise) must be RECEIVED prior to the due date to avoid a late payment fee, regardless of the postmark or when payment was initiated.

IMPORTANT BILLING DATES

Fall Billing

- Census for Semester Schools – September 10, 2025
- Census for Quarter Schools – October 8, 2025
- First Term Dues – December 15, 2025

Spring Billing

- Census Semester & Quarterly – February 4, 2026
- First Term Dues – May 22, 2026

phikappapsi.com
info@phikappapsi.com
317.632.1852

5395 Emerson Way
Indianapolis, IN 46226

CONTACT INFORMATION

Different types of questions should be directed to the appropriate contact based on your inquiry and timing within the billing process.

Use the contacts below for efficient assistance:

Billing Questions/Concerns

- Email accounting@phikappapsi.com within the first 30 days of the invoice date

General Chapter Operations Questions

- Email your chapter's HQ point of contact or bds@phikappapsi.com

LegFi Questions

From the LegFi site legfi.zendesk.com:

- Use the Support widget
- [Submit a Request](#)

*We Live
+ Flourish*

INDEPENDENTLY HOUSED CHAPTERS

The following breaks down the 2025-26 General Fraternity Fees for Independently Housed Chapters — chapters that are either unhoused or residing in housing not owned or operated by a Housing Corporation. Additional fees including Potential Fines, LegFi Fees, and GAC Hotel Fees can be found on page 4.

General Fraternity Fees' Active Member

Any undergraduate brother that joined the chapter prior to the current billing term.

\$574

Total Annual Fees

\$287

Due Fall Term

\$287

Due Spring Term

Fee Breakdown

\$182/term

National Dues

\$95/term

Liability Insurance

\$10/term

Canonsburg Assessment

General Fraternity Fees New Member (Fall)

Any undergraduate brother that joined the chapter during the fall term.

\$697

Total Annual Fees

\$410

Due Fall Term

\$287

Due Spring Term

Fee Breakdown

\$50

New Member Fee

One-time fee charged at time of joining.

\$250

Initiation Fee

One-time fee charged when initiated.

\$110

First Term Dues

Billed to all new members reported during the semester/term..

General Fraternity Fees New Member (Spring)

Any undergraduate brother that joined the chapter during the spring term.

\$410

Total Annual Fees

\$0

Due Fall Term

\$410

Due Spring Term

Fee Breakdown

\$50

New Member Fee

One-time fee charged at time of joining.

\$250

Initiation Fee

One-time fee charged when initiated.

\$110

First Term Dues

Billed to all new members reported during the semester/term..

INDEPENDENTLY HOUSED CHAPTERS

Clemson Colony
Ohio State Colony
South Carolina Colony
UC Santa Barbara Colony
Alabama Gamma
Arizona Beta
California Beta
California Kappa
Delaware Alpha
Florida Alpha
Georgia Beta
Illinois Epsilon
Illinois Zeta
Illinois Eta

Illinois Theta
Illinois Iota
Indiana Gamma
Indiana Eta
Indiana Iota
Kentucky Beta
Maryland Alpha
Maryland Delta
Minnesota Delta
New Jersey Beta
New Jersey Gamma
New Jersey Delta
New Jersey Epsilon
New York Theta

New York Kappa
Ohio Beta
Ohio Epsilon
Ohio Eta
Ohio Theta
Ohio Mu
Ohio Xi
Ohio Omicron
Ohio Pi
Pennsylvania Alpha
Pennsylvania Beta
Pennsylvania Eta
Pennsylvania Iota
Pennsylvania Rho

Pennsylvania Sigma
Pennsylvania Phi
Tennessee Delta
Texas Epsilon
Texas Zeta
Texas Eta
USC Colony
Virginia Beta
Virginia Zeta
Virginia Eta
Virginia Theta
Wisconsin Gamma

phikappapsi.com

info@phikappapsi.com
317.632.1852

5395 Emerson Way
Indianapolis, IN 46226

*We Live
+ Flourish*

CORPORATION HOUSED CHAPTERS

The following breaks down the 2025-26 General Fraternity Fees for Corporation Housed Chapters — chapters that are residing in housing owned and operated by a Housing Corporation. Additional fees including Potential Fines, LegFi Fees, and GAC Hotel Fees can be found on page 4.

General Fraternity Fees' Active Member

Any undergraduate brother that joined the chapter prior to the current billing term.

\$620

Total Annual Fees

\$310

Due Fall Term

\$310

Due Spring Term

Fee Breakdown

\$182/term

National Dues

\$118/term

Liability Insurance

\$10/term

Canonsburg Assessment

General Fraternity Fees New Member (Fall)

Any undergraduate brother that joined the chapter during the fall term.

\$720

Total Annual Fees

\$410

Due Fall Term

\$310

Due Spring Term

Fee Breakdown

\$50

New Member Fee

One-time fee charged at time of joining.

\$250

Initiation Fee

One-time fee charged when initiated.

\$110

First Term Dues

Billed to all new members reported during the semester/term..

General Fraternity Fees New Member (Spring)

Any undergraduate brother that joined the chapter during the spring term.

\$410

Total Annual Fees

\$0

Due Fall Term

\$410

Due Spring Term

Fee Breakdown

\$50

New Member Fee

One-time fee charged at time of joining.

\$250

Initiation Fee

One-time fee charged when initiated.

\$110

First Term Dues

Billed to all new members reported during the semester/term..

CORPORATION HOUSED CHAPTERS

MIT Colony
Alabama Alpha
California Gamma
California Epsilon
California Eta
California Theta
Colorado Alpha
Illinois Delta
Indiana Alpha
Indiana Beta

Indiana Delta
Indiana Epsilon
Indiana Zeta
Iowa Alpha
Iowa Beta
Kansas Alpha
Louisiana Alpha
Louisiana Beta
Massachusetts Beta
Michigan Beta

Minnesota Beta
Minnesota Gamma
Mississippi Alpha
Missouri Alpha
Nebraska Alpha
Ohio Iota
Ohio Lambda
Ohio Nu
Oklahoma Alpha
Oregon Alpha

Oregon Beta
Pennsylvania Theta
Pennsylvania Lambda
Rhode Island Beta
Tennessee Epsilon
Texas Alpha
Texas Beta
Virginia Alpha
Washington Alpha
West Virginia Alpha

phikappapsi.com
info@phikappapsi.com
317.632.1852

5395 Emerson Way
Indianapolis, IN 46226

*We Live
+ Flourish*

ADDITIONAL FEES

Potential Fines¹

Late Reporting Fine

Billed if new member or initiation is reported more than seven (7) days after the ceremony.

10%/member

Potential Fines

Late Payment Fine

Billed on any invoice with a balance over 30 days from the invoice date.

10%/balance

Potential Fines

Returned Check Fine

Charged for returned checks by the bank for any reason. Chapters automatically placed on LegFi.

\$50

LegFi Fees

All Members

Charged per member each month and collected by LegFi.

\$49.92

Total Annual Fees/Member

Fee Breakdown

\$4.16/member/month

LegFi Subscription Fee
Paid out over twelve months

GAC Hotel Fees

Chapter

Charged to each chapter to cover hotel costs for attending GAC.

\$608

Total Annual Fees

Fee Breakdown

\$304

Due Fall Term

Billed with Fall and Spring Census

\$304

Due Spring Term

990 FILINGS

All chapters are required to file an annual return with the Internal Revenue Service at the end of their fiscal year. **All chapters on the LegFi platform are required to utilize OmegaFi's tax services for their annual return.** The required form will depend on the gross receipts and/or assets for each chapter.

Preparation fees as follows:

\$110 – Complete Form 990-N (Gross receipts normally < or = to \$50,000)

\$180 – Complete Form 990-T (Report any unrelated business income)

\$285 – Complete Form 990-EZ (Gross receipts < \$200,000 and total assets < \$500,000)

\$500 – Complete Form 990 (Gross receipts > or = to \$200,000 or total assets > or = to \$500,000), plus \$125 per hour for any mutually agreed upon extraordinary time spent compiling the Form.

\$1,000 – Complete Form 1024 (Application for Recognition of Exemption; used for any chapter whose exemption status has lapsed)

For questions or help with 990 filings, email 990@omegafi.com or visit omegafi.com/legfi-file-990-help.

phikappapsi.com

info@phikappapsi.com
317.632.1852

5395 Emerson Way
Indianapolis, IN 46226

*We Live
+ Flourish*

APPENDIX: FEE & FINE EXPLANATIONS

I. EXPLANATION OF FEES

Fall/Spring Dues help pay for the Fraternity's chapter service programs and operational costs.

Canonsburg Assessment provides member income to the Canonsburg Corporation, as outlined in Article XIV – Tax Assessments, Section 7 of the Phi Kappa Psi Constitution and Bylaws.

First Term Dues are charged to all first term members in place of the Fall or Spring Dues. Dues collected contribute to chapter service programs, general operational costs, and liability insurance coverage.

New Member Fees cover the cost of new member education materials, which are accessible through the Phi Psi Portal. All fees and required information must be submitted to Headquarters within seven (7) days of the ceremony, in accordance with Article XIV – Tax Assessments, Section 1 (Pledge Fee), Clause 1 of the Phi Kappa Psi Constitution and Bylaws.

Initiation Fees cover the cost of the official badge, membership certificate, and membership card, which are sent to each initiated member. All fees and required information must be submitted to Headquarters within seven (7) days of the ceremony, per Article XIV – Tax Assessments, Section 2 (Initiation Fee), Clause 1 of the Constitution and Bylaws.

Liability Insurance Premiums provide liability coverage for the chapter and national fraternity. Additionally, theft coverage is provided for presidents and treasurers of both the chapter and house corporation. Independently Housed Chapters are charged \$95/member/census cycle, while Corporation Housed Chapters are charged \$118/member/census cycle.

II. EXPLANATION OF FINES

Late Reporting Fines are 10% per member reported more than seven (7) days after joining or initiation.

Late Payment Fines are 10% of the unpaid balance on all past due invoices.

Returned Check/Payment Fines are \$50 per occurrence and will result in the chapter being placed on LegFi.

Any chapter with a balance over 90 days past due will be reported to the Executive Council. The Executive Council will then begin the process to suspend the chapter until the outstanding balance is addressed.