

# 2017-2018 MONTANA PTA REMITTANCE FORM

**REQUIRED:**  
 Membership dues and submission of this completed form  
 (including page 2) submitted by November 1, 2017 to remain  
 in good standing.  
 Final required dues remittance date is April 1, 2018  
 PLEASE NOTE: Membership dues may be submitted anytime  
throughout the year and not just the two required months of  
November and April.

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_  
*(must be permanent PTA address with city and zip)*

_____ Number of Members @ \$6.00 per member = <i>(Attach unit's membership list when submitting dues)</i>	\$ _____
<b>Montana PTA Programs Contribution (optional)</b> <i>*Supports the many programs Montana PTA has to offer to Local Units</i>	\$ _____
<b>Montana PTA Honorary Life Membership Fee \$75.00 (optional)</b> <i>*Must include Montana PTA Honorary Life Membership Form</i>	\$ _____
<b>TOTAL AMOUNT ENCLOSED</b>	\$ _____

**CHECK MADE PAYABLE TO: MONTANA PTA**  
 Mail check, this form and local membership list to:  
**Montana PTA**  
**PO BOX 1269**  
**Laurel, MT 59044**

Unit Treasurer \_\_\_\_\_ Signature \_\_\_\_\_  
 Treasurer's Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**\*PLEASE NOTE: The required General Liability Insurance Coverage annual premium of \$50 is due directly to AIM Insurance and not to Montana PTA. The individual local PTA Units will receive an invoice from AIM when the insurance premium payment is due (April/May). Additional insurance coverage options will also be available.**

**MUST COMPLETE BOTH PAGE 1 AND 2 AND RETURN**

## REQUIRED IRS REPORTING INFORMATION

Required for the Montana PTA Internal Revenue Code 501(c)(3) non-profit group tax exemption; failure to comply with these new reporting requirements may result in revocation of your tax exempt status. All units are now required to file an annual IRS return FORM (990N or 990EZ) on or before the 15<sup>th</sup> day of the 5<sup>th</sup> month following the unit's fiscal year end.

This unit has gross receipts for the 2016-2017 school year of:

- Gross receipts under \$50,000 and properly filed FORM 990N on-line at [www.irs.gov](http://www.irs.gov) on \_\_\_\_\_ date. OR will be filed on \_\_\_\_\_ date.
- Gross receipts over \$50,000 and properly filed FORM 990EZ and Schedule A to the IRS on \_\_\_\_\_ date. OR will be filed on \_\_\_\_\_ date.

This unit's fiscal year end is: \_\_\_\_\_.

2016-17 Gross Receipts \_\_\_\_\_ 2016-17 Estimated Volunteer Hours \_\_\_\_\_

As required by MT PTA Bylaws, this unit is incorporated with the State of Montana. YES \_\_\_\_\_

As required by MT PTA Bylaws, this unit has completed an Annual Financial Review. YES \_\_\_\_\_

Signature of PTA Officer verifying the above information: \_\_\_\_\_

Printed Name: \_\_\_\_\_ PTA Position \_\_\_\_\_

### Required Attachments:

- Financial Review Report Form
- Copy of appropriate IRS FORM 990-N or 990EZ