



everychild.one voice.

2011 - DUES REPORTING FORM - 2012

Date _____

PTA NAME: _____ PTA DISTRICT/REGION _____

School Name & Address:

(City) (Zip)

Local Unit President:

Local Unit Treasurer's Name & Address:

(City) (Zip)

Telephone: () _____

Number of PTA members _____ @ \$4.25 each

TOTAL PAID \$ _____ **

Our policy is to issue no refund or make any adjustments on dues payments that have been processed. THERE IS A \$25.00 FEE FOR ANY RETURNED CHECK.

MAIL TO:
ILLINOIS PTA
P. O. BOX 907
SPRINGFIELD, IL 62705-0907

For Office Use Only
CK # _____



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PAYMENT OF DUES

The local unit treasurer should complete and return an original copy of the 2011-2012 DUES REPORTING FORM remittance with each payment. **Additional payments should be made monthly accompanied by a completed form.**

Please keep the following in mind:

- No Later than Sept 30th** Dues payment for membership monies collected in July, August and September @ \$4.25 per member.
- October 1:** Deadline for 1st payment of state and National portion of dues @ \$4.25 per member to the state office. Payment must be in the state office postmarked no later than October 1.
- November 1:** Dues payment for additional members collected since Oct 1.
- December 1:** Dues payment for additional members collected since Nov. 1.
- January 1:** Dues payment for additional members collected since Dec. 1. Units not submitting any dues by this date are considered delinquent and will be dropped from the mailing list.
- February 1:** Dues payment for additional members collected since Jan. 1. Units must submit a dues payment by this date to be eligible to receive delegate credentials and convention registration information. Dues received by this date determine the allocation of convention credentials, membership recognition and awards.
- March 1:** Dues payment for additional members collected since Feb. 1.
- April 1:** Dues payment for additional members collected since Mar. 25th.
- May 1:** Dues payment for additional members collected since April 1.
- June 25:** Your final membership payment must be postmarked by June 25th.

The Illinois PTA is required to notify the Internal Revenue Service of a unit whose dues are unpaid. That PTA will be removed from the Illinois PTA non-profit tax-exempt group listing.

Each local unit is responsible for keeping accurate records, remitting the correct amount of National and state PTA dues, and returning spoiled and/or unused membership cards to the Illinois PTA office. OUR POLICY IS TO ISSUE NO REFUNDS OR MAKE ADJUSTMENTS ON DUES PAYMENTS THAT HAVE BEEN PROCESSED. THERE IS A \$25.00 FEE FOR ANY RETURNED CHECK.

Should you require assistance, please feel free to contact the state office

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