

NUMBERS AND YOUR PTA



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There are several “numbers” assigned to your PTA of which the president and treasurer should be aware. This is a brief list of those numbers.

NATIONAL PTA IDENTIFICATION NUMBER

This identification number is assigned by National PTA and is unique to your local unit or council. This number may be up to eight digits long with leading zeroes (0000xxxx). It is available on all National PTA mailings directed to your PTA. It is also available on the Illinois PTA membership reports and can be obtained from your district director or the state office. This number may be requested along with your PTA name and address to correctly identify your PTA. For example, this is the number that goes on membership cards and the Reflections entry form.

FEIN/EIN

The Federal Employer Identification Number is assigned to each PTA by the Federal Government when the PTA is formed. The Illinois PTA office assists with this process and has a list of all active numbers should you need to verify your number. This number is required on all IRS forms. It should also be used on your PTA bank accounts since it is the equivalent of a social security number for an individual.

GROUP EXEMPTION NUMBER

The Illinois PTA four-digit Group Exemption Number (GEN) is 9405. This number was assigned to Illinois PTA and all constituent associations including your PTA. This number is necessary for filling out a 990, 990EZ or 990-N.

ILLINOIS SALES TAX EXEMPTION NUMBER

As a local unit of the Illinois PTA, your PTA is exempt from paying Illinois sales tax on items purchased for use by your PTA. The Illinois PTA provides a copy of the letter from the Illinois Department of Revenue. This letter may be used by members of your PTA to make PTA purchases, not individual purchases. Be sure that this letter is used in accordance with state laws regarding sales tax. (See additional information regarding sales tax in this packet.) When the exemption needs to be renewed, the state office will take care of it and send out the new exemption letter. Local PTA units should NOT apply for the renewal.

INDIVIDUAL SOCIAL SECURITY NUMBERS

Individual Social Security Numbers should not be used to establish a PTA account. Based on the provisions of the Patriot Act, banking institutions are required to follow procedures for identity verification for anyone seeking to open an account by determining if applicants appear on terrorist lists, and maintaining certain records. The procedures are for all customers. Therefore, signatories on your PTA accounts can expect to be required to provide their social security number to the bank for identification purposes only. The number on the bank account and your bank statements should be the FEIN/EIN, not a social security number.