



everychild.one voice.

2010 - DUES REPORTING FORM - 2011

Date _____

PTA NAME: _____ PTA DISTRICT # _____

School Name & Address:

(City) (Zip)

Local Unit President:

Local Unit Treasurer's Name & Address:

(City) (Zip)

Telephone: () _____

Number of PTA members _____ @ \$3.75 each

TOTAL PAID \$ _____ **

Our policy is to issue no refund or make any adjustments on dues payments that have been processed. THERE IS A \$35.00 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 2010-2011 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 @ \$3.75 per member.
- October 1:** Deadline for 1st payment of state and National portion of dues @ \$3.75 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.
- March 1:** Dues payment for additional members collected since Feb. 1.
- March 25:** Dues received by this date determine the allocation of convention credentials, membership recognition and awards.
- 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 \$35.00 FEE FOR ANY RETURNED CHECK.

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

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