

**501 (c)(3) DETERMINATION LETTER  
REQUEST FORM**

DATE: \_\_\_\_\_

NAME OF PTA: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Please send a copy of the 501 (c)(3) Determination Letter to:**

PRESIDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

Please send via (select one):  Mail  Fax

Your unit must have the following information on file with the Virginia PTA State Office BEFORE receiving a copy of the 501 (c)(3) Determination Letter (these are requirements per the Virginia Code for Non-Profits):

1. List of all officers' names and addresses
2. EIN (Employer Identification Number)
3. Copy of most recent end of fiscal year audit (must be completed annually)
4. Copy of 990 (if applicable)

In addition, Virginia PTA bylaws define a unit in good standing as one which:

1. Pays dues on/before December 1<sup>st</sup> each year
2. Has current bylaws on file (revised every five years)

Only units in good standing and meeting the Virginia Code requirements will receive the 501 (c)(3) Determination Letter.

Questions? Contact the Virginia PTA State Office at 804-264-1234, 1-866-4vakids (toll free outside of Richmond), or [info@vapta.org](mailto:info@vapta.org).

**Send to:** Virginia PTA, 1027 Wilmer Avenue, Richmond, VA 23227, 804-264-4014 (fax),  
[info@vapta.org](mailto:info@vapta.org)