



## LOCAL UNIT DUES REMITTANCE STATEMENT

**DEADLINE 12/1, 3/1, 6/30**

Date Rec'd \_\_\_\_\_

Check # \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

For units to be in good standing, dues must be received, postmarked by December 1, in the State Office. Membership dues should also be submitted on March 1 for memberships paid on or after December 1, and June 30 for memberships paid on or after March 1.

When remitting dues to the State Office, State and National membership dues should be included in one check payable to Virginia PTA in the amount of \$2.50 per individual (National \$1.75/member and State \$.75/member). It is the responsibility of Virginia PTA to remit dues to National PTA monthly. Please pay council dues directly to the council.

Please mail check and form to: Virginia PTA  
1027 Wilmer Avenue  
Richmond, VA 23227-2419

Questions: (804) 264-1234

National ID No. \_\_\_\_\_ EIN No. \_\_\_\_\_

Complete Name of Local PTA/PTSA \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Local PTA/PTSA President \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

City or County \_\_\_\_\_ PTA District \_\_\_\_\_

Local PTA/PTSA Treasurer \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Signature of Treasurer \_\_\_\_\_

**WHEN REMITTING DUES TO THE STATE OFFICE, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

This payment covers dues received from \_\_\_\_\_ to \_\_\_\_\_

Amount charged for local unit dues per individual is: \$ \_\_\_\_\_

*The total of these should equal your total membership reported below.*

*For these classifications, the parents/guardians can be any member who is not considered a student or staff/faculty.*

\_\_\_\_\_ Number of female members

\_\_\_\_\_ Number of male members

PTA Founders Day Gift \$ \_\_\_\_\_

\_\_\_\_\_ Number of student members

\_\_\_\_\_ Number of staff/faculty members

Enter the number of members \_\_\_\_\_ x \$2.50/member = \$ \_\_\_\_\_ **Total Remitted \$** \_\_\_\_\_

**A COPY OF YOUR MEMBERSHIP LIST IS NOT REQUIRED AT THIS TIME; HOWEVER, IT MUST BE ACCURATELY MAINTAINED BY YOUR UNIT AS IT MAY BE REQUESTED AT ANY TIME.**

FOR STATE OFFICE USE ONLY		
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