



## **AFTER THE MEETING**

**Send to the State PTA Office immediately:**

1. Name and address of the PTA/PTSA
2. Name, mailing address and e-mail address of the local unit president and treasurer
3. Uniform Bylaws Adoption Confirmation
4. Dues for Charter Members:
  - a. State PTA dues are \$1.75 per member and National PTA dues are \$2.25 per member. Send \$4.00 payment of State and National dues per member to the State PTA Office at:

**North Carolina PTA  
3501 Glenwood Avenue  
Raleigh, NC 27612-4934**
  - b. Your local PTA determines the local portion of your dues.
5. IRS Letter of Determination showing your PTA's Employer Identification Number (EIN) and a completed NCPTA Statement of Authorization Form.

Upon receipt of dues for charter members, the bylaws adoption card, and EIN documentation, NC PTA will send your unit a **\*\*Treasurer's Packet** containing the instructions and forms to apply for the following:

- Sales and Use Tax Registration Application (AS/RP1)
- Claim for Refund of State and County Sales and Use Tax (E-585E)
- Insurance Information
- Articles of Incorporation

***\*\*Please wait to receive this packet before applying since PTA related instructions are included.***

Membership Cards and other resource materials will also be sent with the Treasurer's Packet and your unit will be added to the roster of active PTA/PTSA units thereby receiving other State and National PTA materials. A Charter will be issued and sent to your PTA/PTSA.

Dues for additional members must be sent to the State Office by the 15 of each month.

**If additional assistance is needed, please contact the State PTA Office at [office@ncpta.org](mailto:office@ncpta.org).**