



OPTIONAL REGISTRATION WSPTA INSTRUCTIONS

A PTA/PTSA would complete this Form if their gross receipts are less than \$50,000. When figuring the gross receipts for Charitable Solicitations, **ALL** income and **ANY** source, without deduction-including the portion of membership fees collected by the PTA which are sent to a council or the State PTA are considered part of the gross receipts total.

If you have any questions, please contact Tatia Vasbinder at the Washington State PTA office between 9:00am and 5:00p WSPTA Monday through Friday.
(253)-565-0513 or (800) 562-3804
tvاسبinder@wastatepta.org

An organizing PTA/PTSA would normally check the Initial Registration Box. A PTA/PTSA who has already registered with the Charities Program would check the Updated Information box and provide their PTA/PTSA's Registration Number.

SECTION 1: GENERAL INFORMATION

Organization's Full Legal Name:

Provide the Corporation name of the PTA

Mailing Address

C/O Washington Congress of Parents and Teachers, 2003 65th Avenue West, Tacoma WA 98466

Phone

Provide the phone number of the PTA president or the person completing this form.

Organization's Email

Provide only if the PTA has an email address

Organization's Website

Provide this information if the PTA has a website

SECTION 2: STREET ADDRESS

- If you used WSPTA as your mailing address then you would provide the School's address of your PTA.
- If this address is a PO Box, you must provide a street address.
- **County:** The county your PTA is located in the State of Washington

SECTION 3: BASIS OF EXEMPTION FROM REGISTRATION

A PTA would check the box "Raising less than \$50,000"

SECTION 4: ORGANIZATIONAL STRUCTURE

A PTA would check the WA State Non-Profit Corporation box.

SECTION 5: FEDERAL STATUS AND TAX INFORMATION

1. **Federal EIN/Tax ID # (Nine Digits).**
This is the number IRS assigns to your PTA after completing the IRS SS-4 Form.
2. **Federal Tax Exempt Status (Check one)**
Check the appropriate box. If you checked yes then indicate 501(c)(3) or 501(c)(4)
If federal tax-exempt status has been granted, attach a copy of the organization's IRS Determination Letter.
3. **If exempt from federal tax, but not required to apply for an IRS ruling/determination, check reason**
Check the box "Annual gross receipts normally \$5,000 or less".

SECTION 6: Commercial Fundraisers

This would normally be NO.

Section 7: Also Known as Names

If your legal name does not include your local unit number, please put that number in this section and any other names that your PTA uses.

Section 8: Describe the Purpose of the Organization

PURPOSE DESCRIPTION: *Promotion of the health, welfare, safety and education of children and youth. Work within, and in partnership with, the school community to develop programs, projects and activities for children and youth.*

COMBINED FUND DRIVE

Combined Fund Drive promotes workplace giving for all state employees. Personnel are encouraged to give to charities through payroll contributions or agency fundraising events. By agreeing to become a member of the Combined Fund Drive and completing the information in the following section, the organization will be provided access to the thousands of potential donors that the Combined Fund Drive has to offer.

Please indicate the organization's Primary Category of service (check up to three)

They maybe a combination of the following:

- Arts, Cultures & Humanities
- Educational
- Philanthropy & Volunteerism
- Youth Development

CERTIFICATION STATEMENT

- A PTA may check yes if they follow the accounting practices in the WSPTA Money Matters.
- Check the box YES indicating the PTA is in compliance.

SIGNATURE

The President or Treasurer must sign and date this Renewal Form.

There is ***no fee*** for the Optional Registration Form. This includes the Initial Registration and Updating Information.

This form can be completed online at the Charities Program website at www.sos.wa.gov/charities

Or

You can print a copy of the form and mail to the address listed below:

Please print legibly and do not staple, bind, or use highlighter on your submission. The Charities Program scans all incoming documents.

Office of the Secretary of State
Charities Division
PO Box 40234
Olympia WA 98504-0234