

Financial information for 2018-2019: Sample Instructions for Charitable Organization Registration

If this is your first filing, click the check box for “Initial” Registration, if your PTA did not file this form last year or your account was closed click the check box for “Re-registration.”

Registration Number

Enter your PTA’s assigned registration number. If you received a Charities Renewal Notice you can find your registration number near the top. This number can also be found in your memberplanet membership database under the “Additional Info” tab. It is important to use your existing number.

Organization Information

Provide the corporation name of the PTA or the name of your PTA as written on the renewal notice.

Also Known as Names

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

Federal EIN/Tax ID number

Enter the PTA’s EIN number, this can also be found in your PT Avenue membership database under the “corporate” tab.

Associated with WA State Corporation

Check “Yes” and enter UBI Number.

Federal Tax-Exempt Status

- Check “No”, if your tax-exempt status has not changed.
- if you are a 501(c)(3) or a 501(c)(4) choose the appropriate tax-exempt status - either 501(c)(3) or 501(c)(4).
- Check “Yes”, If your tax-exempt status has changed, include a copy of the IRS Letter of Determination.
- If your PTA is not tax-exempt and your annual gross receipts are normally less than \$5,000, then check the box “Annual gross receipts normally \$5,000 or less.”

Purpose/Mission of the Organization

You may use the following statement: “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.”

Email

Provide this information only if the PTA has an email address.

Phone Number

Provide the phone number of the president or the person completing registration. (Required)

Website

Provide this information only if the PTA has a website.

Mailing Address

Check “No”, if the WSPTA is your registered agent, the address is 15 Oregon Avenue, Suite 202, Tacoma, WA 98409-7463.

Street Address

If your mailing address is the WSPTA office, then fill in your school address or the address where the legal documents are kept.

County

The county in which your PTA is physically located (required).

Alternate Address

Check “No” if you do not use any other addresses for Solicitation.

If the organization, or a commercial fundraiser operating on its behalf, uses any other mailing, street, electronic or internet address(s) (*excluding those already listed in Section 1*) to conduct solicitations in Washington State, then you must enclose a list of the other address(s) used. (Commercial co-ventures, such as companies that sell cookie dough or put on fun runs, are not considered commercial fundraisers.)

Organization’s Financial Information

Check “No” if your accounting year has not changed.

First Accounting Year End date: *June 30, 20__*.

Solicitation Report for Preceding, Completed Accounting Year

Accounting Year Beginning date:
July 1, 20__.

Accounting Year Ending Date:
June 30, 20__.

Beginning Gross Assets:
Enter line 19 from IRS Form 990-EZ.

Ending Gross Assets:
Enter line 22 from IRS Form 990-EZ.

Revenue: Gross Contributions from Solicitations:
Enter the sum of lines 1, 6a, 6b, and 7a from IRS Form 990-EZ.

Expenses: Gross Expenditures for Program Services:
Enter line 32 from IRS Form 990-EZ, plus the amount of membership dues paid to WSPTA.

Gross Revenue from all other Sources:
Enter the sum of lines 2, 3, 4, 5c, and 8 from IRS Form 990-EZ.

Total Gross from all Expenditures:
Enter the sum of lines 6c, 7b, and 17 from IRS Form 990-EZ. (**Note:** *Cannot be less than Expenditures from Program Services.*)

Total Dollar Value of Gross Receipts: add figures from Revenue and Gross Revenue and provide total. This number should equal the sum of lines 5b, 6c, 7b, and 9 from IRS Form 990-EZ. This should also equal line L on the IRS Form 990-EZ.

Solicitation Comments (optional)

If you need to clarify or explain anything in your report, use this section to add your comments.

Check “Yes” if the organization solicited or collected contributions in WA during the accounting year.

Check as many boxes as describe the ways in which the PTA promoted its fundraising activities. A PTA would normally check “No” because you are not registered to fundraise outside of WA.

Three, current officers/employees receiving the greatest compensation

A PTA would mark “No” if it had no paid officers or employees.

Current Officers Accepting Responsibility for the Charitable Organization

List information for a minimum of two officers who accept responsibility for the PTA (add an additional sheet to include more officers. You can use the school address or place where the legal documents are kept)

Person or Entity That Prepares, Reviews, or Audits Financial Information

Check Individual and complete section 2. List the name(s) of the person(s) who prepares the financial information being reported. This normally would be the treasurer and the president or financial review committee chair.

Organization’s Legal Information

Most PTAs would check “No”

Commercial Fundraisers

This would normally be “No.” Most fundraising companies used by PTAs are what is known as “commercial co-ventures.” Some examples of commercial co-ventures are companies that run catalog sales, cookie dough or candy sales, or put on a fun run. If you have a question about whether something falls into this category, contact the WSPTA office.

Filing Correspondence Address (Optional)

This would be the PTA’s contact email and address information, do not put the WSPTA’s information in this section.

Signature

The president or treasurer must sign, print their name and title, enter date and contact number of the individual that signed this form.

Important Reminders

- The completed registration form **must be received** by the Secretary of State's office no later than **May 31**. (This is not a "postmarked-by" date.)
- All submissions are subject to **public** review.
- Be sure your submission is signed and dated before mailing.
- Make checks payable to the "*Secretary of State*"
- Mail to: Secretary of State, Charities Program, PO Box 40234, Olympia, WA 98504-0234.
- Please print legibly and do not staple, bind, or use highlighter on your submission. The Charities Program scans all incoming documents.
- Do not send the form and payment to the WSPTA office.

Submissions received (not postmarked) after the due date shown above will be assessed a late fee. Please allow 7-10 days for postal delivery and receipt validation. Mail by May 21 to avoid a late fee.