

# 17th District PTA - Remittance Form

For "Out-of Council" PTA/PTSA Units in San Mateo County

Name of Unit: \_\_\_\_\_ CA Unit #: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Check number: \_\_\_\_\_ Check date: \_\_\_\_\_

Number of new/renewing members: \_\_\_\_\_

Per Capita total (annual membership dues) = # members x **\$4.75** \$ \_\_\_\_\_

Insurance (Due Nov. 15) **\$221** \$ \_\_\_\_\_

Late Charge for Insurance (\$25) assessed if postmarked after 11/15 \$ \_\_\_\_\_

Founder's Day Freewill Offering (donations to California State PTA) \$ \_\_\_\_\_

Workers Compensation Surcharge (submit with WC Payroll Report Form by Dec 15) \$ \_\_\_\_\_

Total submitted: \$ \_\_\_\_\_

**Make check payable to: 17th District PTA**      **All checks must have two signatures**

**Mail this form with check to:**

17th District PTA Financial Secretary  
c/o: San Mateo County Office of Education  
101 Twin Dolphin Drive  
Redwood City, CA 94065-1064

**Due Dates to 17th District (must be received in office by):**

Sept 30 - Ready Set Remit Award (for Units that submit dues for at least 30 members by due date)

**Nov 1** - Must remit dues for at least 15 members (\$71.25) to remain a PTA in Good Standing

Continue remittance of dues on monthly basis as received.

**Nov 15** - Insurance Premium \$221

**Dec 15** - Workers' Compensation Payroll Report due; and 5% insurance surcharge, if applicable

May 31 - Deadline to forward Founder's Day Free Will Offering Donations

May 31 - Deadline to remit final 2016-17 Membership dues

June 30 - Send 17<sup>th</sup> District PTA copies of 2016-17 annual financial report

**Nov 15 - TAX FILINGS DUE: IRS 990, CA FTB 199, RRF-1 (CT renewal); and send 17<sup>th</sup> District PTA proof of filing**

**Questions?** Call or email 17th District PTA Treasurer Emily Sarver 650-592-6129 treasurer@17thdistrictpta.org

For district use only: Received by \_\_\_\_\_ Date \_\_\_\_\_ Deposited by \_\_\_\_\_ Date \_\_\_\_\_