

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 \$4.00				
Insurance (Due Nov. 15) \$ 199.00			\$	
Late Charge for Insurance (\$25) assessed if received after 11/15			\$	
Workers Compensation Surcharge (submit with WC Payroll Report Form)			\$	
Founders Day Freewill offering (donations to CA State PTA) _____			\$ _____	
SM County Community Schools (voluntary donations to support at-risk youth)			\$	
Total submitted: Make check payable to: 17 th District PTA All checks must have two signatures			\$	

Mail form with check to:

17th District PTA Financial Secretary, Emily Sarver
 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 by):

- Oct. 15 Ready Set Remit Award (for Units that submit dues for 30 members or more)
- Nov. 15 Deadline for first remittance of per capita dues, minimum 15 to be in good standing
Continue remittance of per capita dues on monthly basis as received.
- Nov. 15 Insurance Premium \$ 199.00 for Units (liability and Workers Comp basic)
- Nov. 15 Tax filings IRS 990, FTB 199 due; send 17th District proof of filing
- Jan. 15 Workers' Compensation Payroll Report; surcharge if applicable
- May. 31 Final installment of per capita dues

Questions? Call or email 17th District Officers

Financial Secretary ~ Emily Sarver ~ financialsecretary@17thdistrictpta.org ~ 650 592-6129

Treasurer ~ Bill Elting ~ treasurer@17thdistrictpta.org ~ 650 591-4903

For district use only: Received by _____ Date _____ • Deposited by _____ Date _____