

## Annual Officers' Contact Information (Form A) Instructions

It is recommended that all units and councils submit this form electronically by accessing it on [www.nyspta.org](http://www.nyspta.org). It may also be submitted by completing a paper copy and mailing it to your Region Director before June 15. If this information is not updated, all NYS and National PTA mailings will stop after July 15. A new Annual Officers' Contact Information Form can be filled out any time during the year if the data changes, e.g. after elections or to correct information.

### Detailed Instructions:

**Unit/Council Number** - **must** be filled in. The first two digits are the region ID, e.g. 07 for Genesee Valley or 12 for Northeastern Region, followed by the three digit unit code

**Unit Council Name** – exact name of unit or council, e.g. JFK Middle School. This is the name found on your bylaws.

**School District** – name of your school district

**Numbers of Buildings** - numeric count of buildings used by students for this PTA  
[SEPTAs only insert (1)]

**File 990?** - This is the IRS Tax Return for tax exempt organizations. Yes or No must be checked.

\*\* Please refer to Section 5, Finance and Insurance, page 24 in the NYS PTA Resource Guide for detailed information on filing your 990 form. \*\*

**Federal Employee Identification Number (FEIN)** – numeric data (e.g. 10-12345678912). IRS rules require that the NYS PTA keep on file each unit's FEIN and whether the unit files a 990 Form.

**NYS Tax Exempt Number** – FEIN and Tax Exempt numbers are on your bylaws cover page.

**President** - contact information for new or continuing president - This is the person who will receive mailings (mandatory information) **Please check whether you are a New President OR a Returning President**

**Treasurer** - contact mailing information for new or continuing treasurer (mandatory information)

**Alternate Contact** – contact mailing information for co president or alternate contact person.

**Note:** Contact information is confidential. The address information must comply with US Postal service address format. **Abbreviations for street address or towns can't be used**, i.e. E. Rochester needs to be entered as East Rochester. The zip code must be correct and the email address needs to be correct or the data will be rejected.

**\*\* Email addresses are now a required field and must be entered on this form for approval \*\***