

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. Just click on the link on the homepage under Quick Links. 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 Code – **must** be filled in. The first two digits are the region code, e.g. 07 for Genesee Valley or 12 for Northeastern Region, followed by your three digit unit/council code

Unit Information – The correct information for your unit/council will automatically be listed if you file electronically.

* If you use the paper Form A, you must list your unit/council name, school district, your Federal Employee Identification Number (FEIN) and your NYS Tax Exempt Number *

File IRS Form 990? – A Form 990-N electronic postcard or Form 990EZ or 990 must be filed by tax exempt organizations. Yes or No must be checked.

** Please refer to Section 5, Finance and Insurance in the NYS PTA Resource Guide for detailed information on filing your 990 form – **which is mandatory for all 501(c)(3) associations** **

President – contact information for new or continuing president - This is the person who will receive mailings (mandatory information)

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

Other Contact – contact mailing information for co-president or alternate contact person

Submit – Please input an email address to receive a copy of your Form A submission

Finish – Click the finish button

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 a required field and must be entered on this form for approval ****