

# 17th District PTA - Remittance Form 2022-23

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 members in this payment: \_\_\_\_\_

Per Capita Membership Dues total = number of members x **\$4.75** \$ \_\_\_\_\_

Zoom Subscription purchased through 17<sup>th</sup> District PTA (*invoice amount*) \$ \_\_\_\_\_

Membership Envelopes – Box of 500 for \$15 \$ \_\_\_\_\_

PTA Insurance Premium (Due Dec. 20) \$272 Pay Directly to AIM INSURANCE  
*[A \$25 Late Charge will be billed if Insurance Premium is not received on time]*

Freewill Offering (donations to California State PTA) \$ \_\_\_\_\_

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

**Make check payable to: 17th District PTA**

**All checks must have two signatures**

**Mail this form filled-out with check to:**

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

**DUE DATES to 17th District PTA (must be received in office by):**

Sept 1 - Upload your PTA/PTSA Annual Financial Report for the past fiscal year to MyPTEZ Doc Mgt

Sept 30 - Ready Set Remit Award (remit dues for at least 30 members)

**Nov 1** - Must remit **dues for at least 15 members** (15 x \$4.75=\$71.25) to remain a PTA in Good Standing  
Continue remittance of dues on monthly basis as received.

**Dec 20 - Insurance Premium** \$272, pay directly to AIM

**Jan 31** – Online **Workers' Compensation Payroll Report** due; any 5% **surcharge paid to AIM**, if applicable

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

May 31 - Deadline to remit final Membership dues

**Nov 15 - TAX FILINGS DUE: IRS 990, CA FTB 199, RRF-1 (CT renewal), CT-TR1 – Send to government agencies.**

**UPLOAD copies of all filed tax returns into the online MyPTEZ Document Management section, or email copies of all filed tax returns to 17<sup>th</sup> District PTA.**

**Questions?** Email 17th District PTA Treasurer at [treasurer@17thdistrictpta.org](mailto:treasurer@17thdistrictpta.org)

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| For 17 <sup>th</sup> District PTA use only: Received by _____ Date _____ Deposited by _____ Date _____<br>Number of members x \$4.25 = _____, Number of members x \$0.50 = _____ |
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