

DUES TRANSMITTAL FORM



Purpose:

Use this form to send membership dues from the Local Unit PTA to Georgia PTA.

Instructions:

- Make copies of this form as needed.
- Fill in the information requested below.
- Calculate amount of dues at \$3.25 per member per annum.
- Dues should be submitted on a monthly basis, unless no dues are collected.
- Write one check (or money order) for all forms submitted at the same time.
- Remember, your PTA check must have two signatures.
- If you have achieved Target Membership, you must also submit the Membership Awards Form.
- Submit this form along with payment. Keep a copy of this form for your records.
- Make checks payable and mail to Georgia PTA, 114 Baker Street, NE, Atlanta, GA 30308-3366.

| | | | |
|--|---------|-----------------|-----|
| Date | | Local Unit ID # | |
| District | Council | PTA Name | |
| Contact Person | | PTA Position | |
| Address | | | |
| City | | State | Zip |
| Cell Phone | | Home Phone | |
| Email | | | |
| _____ Check here if you wish to receive email notification that dues payment was received. | | | |

DUES CALCULATION

Total dues are \$3.25 per member per annum (\$1.00 for state, \$2.25 for national).

Number of members _____ at \$3.25 each = \$_____

This payment represents dues collected for new members for the following month:

- | | | | | |
|-------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Aug | <input type="checkbox"/> Sep | <input type="checkbox"/> Oct | <input type="checkbox"/> Nov | <input type="checkbox"/> Dec |
| <input type="checkbox"/> Jan | <input type="checkbox"/> Feb | <input type="checkbox"/> Mar | <input type="checkbox"/> Apr | <input type="checkbox"/> May |
| <input type="checkbox"/> June | <input type="checkbox"/> July | | | |

*Note: If no dues are collected during a month, it is **NOT** necessary to submit this form.*

Signature of President or Treasurer: _____

| | |
|---|-------------------------------|
| FOR OFFICE USE ONLY: | |
| Amount Received \$_____ | Date Received_____ |
| <input type="checkbox"/> Check/Money Order #_____ | <input type="checkbox"/> Cash |