

# 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 \$2.75 per member per annum.
- Dues should be submitted on a **monthly basis**.
- 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 (**formerly known as 100% Membership**), you must also submit the Target Membership Award Form on the reverse side of this 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.**  
(A \$50.00 service fee applied for *checks returned for non-sufficient funds*.)

Date		Local Unit ID #	
District	Council	PTA Name	
Contact Person		PTA Position	
Address			
City		State	Zip
Daytime Phone		Email	
<input type="checkbox"/> Check here if you wish to receive email notification that dues payment was received.			

## DUES CALCULATION

**Total dues are \$2.75 per member per annum (\$1.00 for state, \$1.75 for national).**

**Number of members** \_\_\_\_\_ **at \$2.75 each = \$** \_\_\_\_\_

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

- Aug       Sep       Oct       Nov       Dec  
 Jan       Feb       Mar       Apr       May

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