

**Federal Employer Identification Number (EIN)**

Please complete this form and return it to the Oklahoma PTA State Office. This information is required to be sent to OKPTA each year **to be a unit in "Good Standing"**. **This report is due in the state office by October 31<sup>st</sup>**.

The \_\_\_\_\_ PTA of \_\_\_\_\_ **School District** in Oklahoma does hereby authorize the Oklahoma Congress of Parents & Teachers to include the above named association in a group Federal tax exemption.

PTA Units Federal Employer's Identification Number (EIN) is \_\_\_\_\_ - \_\_\_\_\_.

Date of last financial reconciliation report \_\_\_\_\_

Check **only one** of the statements below: **This information is reported to the IRS. Please read the information required this year.**

\_\_\_\_\_ Our gross receipts are normally not more than \$50,000 per fiscal year. You must file 990-N (E Postcard) [www.irs.gov/charities](http://www.irs.gov/charities) and send a copy of it to the OKPTA office.

\_\_\_\_\_ Our gross receipts are normally more than \$50,000 per fiscal year.\*

\_\_\_\_\_ PTA National PTA ID # \_\_\_\_\_  
(unit name)

\_\_\_\_\_ OK  
(city name)

President \_\_\_\_\_ School Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Email \_\_\_\_\_

**\*IMPORTANT – PLEASE READ: If you check that your unit's gross receipts are normally more than \$50,000 per fiscal year, your unit must file IRS Form 990 or 990 EZ (Instructions and form are found in the Treasurer's Money Matters handbook online at [www.pta.org](http://www.pta.org)). A copy must be sent to the OKPTA office.**

**NOTE:** If you do not know your unit Federal Employer Identification Number (EIN), please contact the state PTA office.

**NOTE:** This Federal Employer Identification Number (EIN) is for Federal Tax exemption only. This number cannot be used as a state tax exemption number.

**RETURN THIS FORM TO THE STATE PTA OFFICE IMMEDIATELY**

2801 N. Lincoln Blvd. Suite 214

OKC, OK 73105

If you would like to FAX this document you may do so at: 405/681-0736.

**For Office Use Only:** Date received in State office: \_\_\_\_\_ Comp: \_\_\_\_\_