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501(c)(3) DETERMINATION LETTER REQUEST FORM

DATE: _____

NAME OF PTA: _____

ADDRESS OF SCHOOL: _____

CITY: _____ ZIP: _____

Please send a copy of the 501 (c)(3) Determination Letter to:

PRESIDENT'S NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

DAYTIME NUMBER: _____ EMAIL: _____

FAX NUMBER: _____

Please send via (select one): Mail Fax

Your unit must have the following information on file with the Virginia PTA State Office BEFORE receiving a copy of the 501 (c)(3) Determination Letter (these are requirements per the Virginia Code for Non-Profits):

1. List of all officers' names and addresses
2. EIN (Employer Identification Number)
3. Copy of most recent end of fiscal year audit (must be completed annually)
4. Copy of 990, 990EZ, 990N (**required of all units**)

In addition, Virginia PTA bylaws define a unit in good standing as one which:

1. Pays dues on/before December 1st each year
2. Has current bylaws on file (revised every five years)

Only units in good standing and meeting the Virginia Code requirements will receive the 501 (c)(3) Determination Letter.

Please mail to: Virginia PTA
1027 Wilmer Avenue
Richmond, VA 23227-2419

Questions: (804) 264-1234
1-866-4VAKIDS
info@vapta.org

