

PTA DUES REPORT

TEXAS PTA
 408 W. 11th St.
 Austin, Texas 78701-2113
 512.476.6769 or 1.800.TALK PTA

Did you....

- Make copies of your membership list for President, Secretary, Treasurer and Membership Chairman?**
- Make copies of this report form for future use?**

Date: _____

Person Sending Report: _____

Name of PTA: _____

PTA Title: _____

PTA Unit#: _____

Address: _____

School District: _____

City: _____ ZIP: _____

Telephone Number: (____) _____

USE THIS BOX TO COMPUTE DUES PAYMENT		
(#) _____	regular members @ \$3.00 each	\$ _____
(#) _____	Texas Life Members @ \$1.75 each	\$ _____
(#) _____	TOTALS	\$ _____

Use a PTA check or money order for dues. Make checks payable to Texas PTA. Envelopes, *The Voice* orders, etc. **must** be paid with a separate check. **HELPFUL HINT:** Mail your membership list and check by certified mail, return receipt requested, especially if your check is for a large amount.

Have you included the following?

- A list of Texas Life Members and regular members with addresses
- Your check for dues (be sure your check has all required signatures)
- THIS FORM (should be reproduced as needed)
- Current president's name, address and telephone number included on membership roster

OFFICE USE ONLY

			CHECK MONEY ORDER	
			#	
# Regular	# Life	Total	PTA	Overpayment
Comments:			Dues Year	Batch #

Date Received: _____

Requests for refund of overpayment of dues must be made within 90 days of payment
 or within 30 days after the close of the membership year, whichever occurs first.