

Annual Officers' Contact Information – Form A Instructions

All units and councils are required to submit this form every year to update your PTA Officers' contact information (even if nothing has changed). This will allow your Officers to receive access to the NYS PTA Unit Portal for the new membership year, your new Insurance Certificate and future email communications from New York State and National PTA. Previous Officer and Membership Chair access to the NYS PTA Unit Portal will be made inactive after July 15 if the information is not updated.

You can complete this form online on the NYS PTA website www.nyspta.org using the "ANNUAL Officers' Contact Information (Form A)" button on the home page under Quick Links beginning May 1, or return the paper copy to your Region Director by June 15.

Changes or additions to Officers if necessary can be made later on the NYS PTA Unit Portal using the "Replace Officer Mid-Year" or the "Add Optional Officer" buttons. Officers can also edit their own contact information in the portal if necessary.

The form wizard will walk you through the completion of this update that includes the following information:

- Enter Unit/Council Code – The first two digits are the region code, e.g. 07 for Genesee Valley or 12 for Northeastern Region, followed by your three digit unit/council code.
- Verify Unit/Council name, School/School District information, Federal Employer ID Number and NYS Sales Tax Exempt numbers are correct. If not, check the appropriate box and indicate what information is incorrect in the box that will pop up. The System Administrator will notify your Region Director.

Did you file an IRS Form 990 for the fiscal year ending June 30, 2016 (due no later than November 15, 2016)?

All PTAs are required to file some type of an IRS Form 990 and the IRS requires that we provide them with this information on an annual basis. Please choose from the options presented.

All contact information that is provided is confidential.

Enter Required Officers:

President – Enter all contact information for the new or returning president. This person will be the primary contact for your PTA.

Treasurer – Enter all contact information for the new or returning treasurer.

Secretary – Enter all contact information for the new or returning secretary.

Enter Optional Officers & Membership Chair

Co-President, President- Elect, Vice President, Corresponding Secretary & Membership Chair

Enter your name and email address and click the Submit button. A confirmation will be sent to this email address and to the President listed and the form will be submitted online to your Region Director for approval.