



LOCAL UNIT DUES REMITTANCE STATEMENT

Required Dues Submission: Monthly

STATE OFFICE ONLY

Date Rec'd

Check #

Check Date

Amount

Monthly submission of dues is [required per Virginia PTA Local Unit Uniform Bylaws](#), which are used by all PTA's operating in Virginia. Timely submission of dues is a [component of the Annual Standards of Affiliation](#). Fulfilling the Standards of Affiliation enables your PTA to receive grants, participate in awards programs and benefit from the training and personalized support provided by Virginia PTA. Failure to remit your dues in a timely fashion, may result in loss of your 501(c)3 status and closure of your PTA.

ALL membership lists and dues should be submitted to Virginia PTA electronically via the Givebacks (MemberHub) account provided by Virginia PTA. If you are utilizing the on-line membership sales features in Givebacks/MemberHub, then submission of your Membership list is automatic, however, your PTA must still initiate payment of your electronic dues payment within MemberHub/Givebacks.

Electronic payment reduces the risk of math errors and reduces the costs of collecting signatures and purchasing mailing supplies. Additionally, electronic payment provides your local unit with secure, rapid processing which facilitates a clean month-end reconciliation.

*This form is for use ONLY if you are experiencing technical difficulties with electronic dues submission.
If you do not have access to MemberHub/Givebacks, please [contact us](#).*

Check Payable to: *Virginia PTA*
Mail Check to: *Virginia PTA 1027 Wilmer Avenue Richmond, VA 23227-2419*

*Membership dues payable to Virginia PTA are **\$3.75 per individual**, which includes National PTA dues of \$2.25/member and Virginia PTA dues of \$1.50/member. Virginia PTA will remit your dues to National PTA.*

PLEASE COMPLETE THE FOLLOWING INFORMATION		
Name of PTA/PTSA:		
Mailing Address:		
President Name:	President Email:	
Treasurer Name:	Treasurer Email:	
Membership Chair:	Membership Email:	
Does your PTA have access to a Givebacks/MemberHub Account: ___ Yes ___ No		
Have you submitted your Membership List via Givebacks/MemberHub: ___ Yes ___ No		
Dues Payment Year: ___ 2023-2024 ___ Late Dues for 2022-2023		
Dues Payment Month: ___ Jul ___ Aug ___ Sept ___ Oct ___ Nov ___ Dec ___ Jan ___ Feb ___ Mar ___ Apr ___ May ___ Jun		
Reason for submitting via paper check payment:		
TOTAL AMOUNT ENCLOSED:	Total number of members _____ x \$3.75/member	= \$ _____