



LOCAL UNIT MEMBERSHIP DUES REMITTANCE

Dues Submission Deadline: Monthly

STATE OFFICE USE	
Date Rec'd	
Check #	
Check Date	
Amount	
Members in Givebacks	

Monthly submission of collected membership dues is [required per Local Unit Uniform Bylaws](#), which are used by all PTA's operating in Virginia. Timely submission of dues is a component of the required annual [Standards of Affiliation](#). Maintaining 'good standing' by submitting annual Standards of Affiliation items enables your PTA to receive grants, participate in awards programs and benefit from the training and personalized support provided by Virginia PTA. Continuous failure to remit dues, may result in loss of your PTA's 501(c)3 tax-exempt status and closure of your PTA.

Membership lists and due payments should be submitted to Virginia PTA electronically via the Givebacks (MemberHub) account provided by Virginia PTA. Remitting dues electronically to Virginia PTA provides your local unit with secure, rapid processing which facilitates a clean month-end reconciliation, risks of math errors, and reduces the costs of collecting signatures, purchasing mailing supplies and paying postage. Electronic membership dues payments through Givebacks can only be initiated by the President or Treasurer of your PTA. [Quick Givebacks tutorials](#) are available to help you set-up on-line membership sales, enter cash/check sales, and submit dues.

This form is for use ONLY if you need to remit late dues from years prior to the 2025-2026 school year, or you are experiencing technical difficulties with electronic dues submission.
If you do not have access to Givebacks, please [complete this on-line form](#).

Check Payable to: *Virginia PTA*
Mail Check & Remittance Form to: *Virginia PTA (1027 Wilmer Avenue Richmond, VA 23227-2419)*

*Membership dues payable to Virginia PTA as of the 2025-2026 membership year, are **\$4.75 per individual**, which includes National PTA dues of \$3.25/member and Virginia PTA dues of \$1.50/member. Virginia PTA remits dues to National PTA on a monthly basis.*

PLEASE COMPLETE THE FOLLOWING INFORMATION

Name of PTA/PTSA:		
Mailing Address:		
President Name:	President Email:	
Treasurer Name:	Treasurer Email:	
Does your PTA have access to a Givebacks/MemberHub Account: ___ Yes ___ No		
Have you submitted your Membership List via Givebacks/MemberHub: ___ Yes ___ No		
Membership Year: ___ 2024 –2025 ___ 2025-2026		
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: <i>Total number of members</i> _____ x \$3.75/member = \$ _____		