



*everychild. one voice.*

Dear Local Unit Leader:

To apply for a new Employer Identification Number (EIN) under the umbrella of the Alabama Congress of Parents and Teachers the local unit President and school Principal must affirm that the local unit organization has been dormant, and has not participated in any activity raising funds (e.g., grants, membership dues, fundraisers, etc.) under the name of PTA during the time the EIN has been revoked. If the local unit meets the aforementioned criteria, Alabama PTA will initiate the request for a new EIN after receiving a new Chartering Package; which includes an application, bylaws approved by the local unit membership, a list of officers and members. Upon receipt of those documents Alabama PTA will initiate a request for a new EIN. (You may be approved to send in bylaws and membership list at a later date if requested.)

If the local unit has participated and collected any funds (e.g., grants, membership dues, fundraisers, etc.) using the name of PTA, Alabama PTA cannot initiate a request for a new EIN. The local unit President or Treasurer will be required to contact the IRS, follow their procedures and pay any fees associated with receiving a new EIN.

By signing below, you indicate that you understand these guidelines and are confirming that the local unit has been dormant during the time the EIN has been inactive. If you have collected no monies, Alabama PTA will proceed with applying for new EIN on your behalf with the IRS. However, if any issues arise in regards to receiving a new EIN, it will be your local unit's responsibility to handle any fees that may be assessed.

\_\_\_\_\_  
(President's Signature)

\_\_\_\_\_  
(Print President's Name)

\_\_\_\_\_  
(Principal's Signature)

\_\_\_\_\_  
(Print Principal's Name)

\_\_\_\_\_  
(Date)