PERALTA DISTRICT PTA REMITTANCE FORM
- OUT OF COUNCIL (OOC) UNITS

MAIL TO – Juveria Zarifyar  Peralta District PTA Financial Secretary
3881 Decoto Road     Fremont, CA  94555
QUESTIONS? Contact financialsecretary@peraltadistrictpta.org

- Please fill out this form completely and legibly for proper allocation of funds. Many schools in Alameda County have identical names and we want to credit the proper PTA Unit with this payment. We will return a copy of this remittance form to the Unit Treasurer below for your Unit records.

<table>
<thead>
<tr>
<th>□ Albany</th>
<th>□ Castro Valley</th>
<th>□ Hayward</th>
<th>□ Livermore</th>
<th>□ Newark</th>
<th>□ New Haven</th>
<th>□ Oakland</th>
<th>□ San Leandro/ San Lorenzo</th>
</tr>
</thead>
</table>

Unit/ School Name:  State PTA ID #:  □ San Leandro/ San Lorenzo

Treasurer’s Name:  President’s Name:

Treasurer’s Street Address/ City/ Zip (not school address):  President’s Address:

Treasurer’s Phone #:  Treasurer’s email:  President’s phone #:  President’s email:

- **MEMBERSHIP** – remit monthly

  - District Dues – $0.50 per member  $ ____________________
  - State/Natni. Dues – $4.25 per member  $ ____________________

- **INSURANCE – ALL PTA UNITS!!!**

  - EVERY UNIT – Insurance/Workers Comp Premium (see web site for amount)  $ ____________________
    
    Attach Workers Comp Form  If Unit did not pay an individual, write “None Paid” on form & submit.

  - Units with Total Covered Payroll greater than $1,000:  $ ____________________
    5% surcharge on total payroll, less $1,000. Due by January 15th

  - Late Units – Insurance Late fee ($25 if mailing PREMIUM after December 7th)  $ ____________________

- **MISCELLANEOUS**

  - Envelopes – $15 per 500: Contact membership@peraltadistrictpta.org to pick up envelopes  $ ____________________
  - Founders Day:  $ ____________________
  - Other – Specify:  $ ____________________

Please double check your figures before preparing the check.

**TOTAL:**  $ ____________________

**NOTE – MAKE CHECKS PAYABLE TO ‘PERALTA DISTRICT PTA’. ALL CHECKS MUST HAVE TWO (2) SIGNATURES.**

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For Peralta District PTA Use Only:

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Check Number</th>
<th>Amount of Check</th>
<th>Received by</th>
</tr>
</thead>
</table>

Copy sent to:  □ Peralta Treasurer  □ Peralta Membership  □ Unit Treasurer  □ Other

The following must appear on all local, remittance statements for “Our Children” second-class mailing qualification:

“A portion of the total sum sent for the national portion of PTA membership dues is payment for one year’s subscription to “Our Children” of the National Congress of Parents and Teachers, which will be sent to the president of each local unit.”