

Leadership Services Commission

Letter of Determination proof of tax-exempt status

What is a Letter of Determination?

A Letter of Determination is proof that a PTA is a constituent organization of the California State PTA. It is a packet consisting of:

1. Letter dated 1943 from the Internal Revenue Service
2. Letter from the California Franchise Tax Board
3. Current cover letter from the California State PTA office indicating the unit is a constituent unit and is in good standing. This letter also includes the unit's EIN (Employer Identification Number).

The letter of determination should be filed with the PTA's permanent financial records.

Why is a Letter of Determination needed?

1. To open a bank account for a 501(c)(3) nonprofit
2. For some donation and grant applications
3. To proof the PTA's tax-exempt status

When is the Letter of Determination provided?

A newly organized unit receives a Letter of Determination packet upon its acceptance as a new unit by the California State PTA Board of Managers. A "tentative/pending" Letter of Determination is sent to the unit upon receipt in the California State PTA office of the new unit application packet (which should be sent to the state PTA office within two weeks of organizing). This is the Letter of Determination that a unit can use to open a bank account.

Who requests the Letter of Determination?

Usually the PTA president or treasurer requests a Letter of Determination from the California State PTA office by contacting sales@capta.org. A district PTA may also request a Letter of Determination for a unit. The state office always sends the letter directly to the PTA president.

Public disclosure laws require that the Letter of Determination be given to anyone who requests it. Such requests are directed to the president or treasurer of the PTA in question. The district PTA should not keep Letters of Determination on hand nor should the district or council provide a cover letter indicating a unit is in good standing. **Only the California State PTA can verify PTA status.**

Where does the California State PTA office send the packet?

The California State PTA office sends the packet to the PTA president. The PTA president should provide it to anyone who requests it.