

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 specific unit is a constituent unit and is in good standing. This letter also includes the unit's EIN (Employer Identification Number) and Franchise Tax Board Number, needed to file a Charitable Trust application.

The letter of determination can be filed with the PTA's permanent financial records but the cover letter (#3 above) needs to be current when using the packet, since it lists the current PTA president and speaks to their status as a unit in "good standing".

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 prove the PTA's tax-exempt status
4. To apply for a Charitable Trust Number

When is the Letter of Determination provided?

A PTA can request a Letter of Determination when one is needed.

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 lod@capta.org. A district PTA may also request a Letter of Determination for a unit. The state office always emails or 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 emails or sends the packet to the current PTA president and a copy to the District President. The PTA president should provide it to anyone who requests it.