

# HAWAII PTSA LOCAL UNIT STANDARDS OF AFFILIATION



To ensure that your local unit remains in good standing with the Hawaii State PTSA, and a continued member of its group exemption, please complete the following items by the dates indicated below. All PTA forms are available at: [www.hawaiistateptsa.org](http://www.hawaiistateptsa.org).

Item	Format Sent	Due to HSPTSA Office	Date Sent	Notes
Local Unit Officer Contact Information	Electronically, mail or fax	July 1st		Must have new form every year even, if there are no changes
Membership Dues – For Board Members	Mail	September 1 <sup>st</sup>		With membership roster
Membership Dues- For Members	Mail	No later than November 1 <sup>st</sup> , Additional members signed up after this time should be submitted monthly by the 5 <sup>th</sup> of the following month.		With membership roster
Insurance Premium	Electronically, mail or fax	December 15 <sup>th</sup>		Late fee after, February 1 <sup>st</sup>
Unit in Good Standing Form	Electronically, mail or fax	February 15 <sup>th</sup>		Review of Finance Records Refer to Money Matters Guide
Bylaws	Electronically, mail or fax	Every two to three years		Bylaws should be reviewed and updated if needed.

## OTHER REQUIRED FILINGS FOR PTAs:

### Internal Revenue Service

- 990 Filing – Due the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the fiscal year.
  - For most PTAs, this will be Nov. 15<sup>th</sup>
  - Check your local unit bylaws to determine your end of fiscal year.
  - If needed, check with the IRS to confirm fiscal year.

**Hawaii GET (General Excise Tax)** – If needed, confirm filing dates with the Hawaii Dept of Taxation.

- Form G-45 –Periodic General Excise/Use Tax Return
  - For most PTAs this is due semi-annually, on January 20<sup>th</sup> and July 20<sup>th</sup>.
- Form G-49 – Annual Return & Reconciliation of General Excise/Use Tax Return
  - For most PTAs this is due semi-annually, on July 20<sup>th</sup>.

**Department of Commerce & Consumer Affairs (DCCA)** - Only if your local unit has registered with the DCCA

- Annual Business Filing – Filing date varies. Contact the DCCA for your filing information if needed.

**For questions or concerns, please contact the Hawaii State PTSA at: 808-943-2042 or email: [histateptsa@gmail.com](mailto:histateptsa@gmail.com).**