

**ISSAQUAH PTSA COUNCIL 2.6  
MEMBERSHIP SERVICE FEE SUBMISSION FORM  
2011 - 2012 SCHOOL YEAR**

**Attention Membership Chairs and Treasurers: This form details billing and Instructions for PTA Membership Service Fee Submissions for January**

1. After entering memberships via internet, **wait 24 hours to print** your "Local Unit Remittance Form" using the instructions provided by the State PTA. \*\*
  - i. Membership fees are **\$8.00** per member
  - ii. Council dues and Required Fee assessed by State (\$5) should have been submitted with the October submission.
  - iii. Issaquah PTSA Council assessment fee is collected only in October, so if it appears on your remittance form after October, please cross it out and deduct it from your total due.
  
2. Make checks payable to **ISSAQUAH PTSA COUNCIL 2.6** for the total of your membership fees. Council will mail the state fees to Washington State PTA.  
***Please be sure the check has 2 signatures!***
  
3. Submit:
  - i. A copy of your Local Unit Remittance Form printed from the on-line enrollment program.
  - ii. Your check with 2 signatures
  
4. **Mail NO LATER THAN JANUARY 25, 2012** to:  
Issaquah PTSA Council  
c/o Anne Moore  
6530 155<sup>th</sup> Ave SE  
Bellevue, WA 98006

**IMPORTANT:** Total memberships recorded on your Local Unit Remittance Form **must match** the total number of members recorded via the internet.

Thank you for your prompt payments! If you have any questions, please contact Council Treasurer, Anne Moore, at [annemoore5@comcast.net](mailto:annemoore5@comcast.net) or 425-643-0278.

**\*\* If you are not using the WSPTA internet membership enrollment program, fill out the local unit remittance form found in your membership or treasurer's packet. Send in the form and a copy of your Membership Enrollment Form.**