Easy Steps to PTA Group

1. **Fill out New Unit Application Form**
2. **Get EIN** (Employee Identification Number and put EIN on Application/Web site IRS.gov)
3. **Fill out tax exempt letter**
4. **Give a copy of your unit application and exempt letter to your Program Associate**

* Conduct a meeting, elect officers, establish bylaws, take minute of the meeting where you accepted the bylaws and create a budget.
* Recruit members and put their information on membership form (get money order for those members that paid their $5.50. and mail to Michigan PTA P. O. Box 510535 Livonia, Michigan 48151, include members” names).

**OR**

* Email names to [Membership@michiganpta.org](mailto:Membership@michiganpta.org) and mail the money order of those members that paid the $5.50 to Michigan PTA P. O. Box 510535 Livonia, Michigan 48151 (please include the names).
* **Note:** approximately 2 weeks to a month after receipt of unit application and exempt letter the PTA Association will email the State ID number and the National ID number. Within a week or two after that a user name and password and link for the hub will be emailed. The tax exemption acceptance letter will come later in the mail. (after receipt of State ID, National ID and tax exempt letter you can get bank account - you will need your EIN)
* Once the president/designee get their user name and password for the hub, they can log in their paid member’s names and can receive their membership cards instantly.

1. **Give a copy of the information below to your Program Associate and forward a copy to the Michigan PTA**

* Roster that include the names of your members (You will still qualify with 5 members but need 10 members to be chartered)
* By-Laws
* Minutes from the meeting in which the By-Laws was accepted
* Budget for the year
* New Unit Application for and Tax Exempt Letter

Congratulations you are now a PTA!