

## Frequently Asked Questions:

**1) Where can I find if my local PTA is current on 990 filing? Or find missing years:**

- a. If you are unable to get via the login/pw for your local, please pull down from this site: <https://apps.irs.gov/app/eos/> -Search by your local EIN. If you have the ability to print as PDF, you're golden. Highlight the year you want (or you'll get all of those links in your document and that's just messy) and print to PDF. Upload the file to MemberHub if you are set up already, if not email the file to [bookkeeper@mdpta.org](mailto:bookkeeper@mdpta.org), [info@mdpta.org](mailto:info@mdpta.org), and copy your CC's , Tracie Potts, VP of Administration.

**2) Do I need to file proof of Insurance with MDPTA?**

- a. No, Knights Insurance provides MDPTA a weekly file that shows who has paid and current.

**3) How do I find if I'm current on my Personal Property Filing for local unit? Or get the history on past years?**

- a. Search by your Business (School) Name and it will show if you are in good standing and history of filing, this is great for those who are missing pass years and need to clear up: <https://egov.maryland.gov/BusinessExpress/EntitySearch> - You will want to save as PDF and send to MDPTA, [bookkeeper@mdpta.org](mailto:bookkeeper@mdpta.org), [info@mdpta.org](mailto:info@mdpta.org), and copy your CC's , Tracie Potts, VP of Administration.

**4) What do I need to provide when I'm asked to prove we are a non-profit:**

- a. You will need to provide a "subordinate organization" letter to go with the IRS letter. This letter clarifies that they are a 501c3 under the parent umbrella of Maryland PTA. Both letters need to be presented together. If you don't have this letter, you will need to contact the MDPTA office ([office@mdpta.org](mailto:office@mdpta.org)), they will have the subordinate letter for each local PTA.

**5) Do I need to charge sales tax at a book fair?**

- a. Yes, your contract with Scholastic includes a provision that Scholastic pays taxes, as a 3rd party vendor. That is their standard contract. At the book fair, you will charge tax, you will reconcile with Scholastic at the end, and they will pay the state sales tax. **However**, if you buy the books from Scholastic directly and utilize your local PTA tax exempt #, then you would then own the inventory and can sell at your book fair and not pay the sales tax.