

## All nonprofits, including PTAs, must register for a charitable trust number.

Complete the checklist below to get started – you'll be on your way to knowing whole-heartedly that your PTA can continue to support the programs at your school that you care about the most!

---

### 1. Complete and sign *Form CT-1*

- California State PTA can help you fill this out – contact us at [taxinfo@capta.org](mailto:taxinfo@capta.org).
- You may also print a blank [\*Form CT-1\*](#) and follow the annotated [\*instruction guide\*](#).

### 2. Letter of Determination

- Request a letter of determination from your district or contact California State PTA at [taxinfo@capta.org](mailto:taxinfo@capta.org).

### 3. Copy of unit current bylaws signed or adopted

### 4. \$25 initial registration fee

- Check made payable to California Attorney General's Office Registry of Charitable Trusts

### 5. Mail all of the above documents to the California Attorney General's Office.

Mail to:

California Attorney General's Office  
Registry of Charitable Trust  
P.O. Box 903447  
Sacramento, CA 94203-4470

If you have any questions, please contact your district PTA or California State PTA at [taxinfo@capta.org](mailto:taxinfo@capta.org).