



everychild.one voice.

2327 L Street, Sacramento, CA 95816-5014 • (916) 440-1985 • FAX (916) 440-1986 • Email [info@capta.org](mailto:info@capta.org) • [www.capta.org](http://www.capta.org)

## Important Dates

Dates	Action
<b>Anytime</b>	Sign up for PTA’s Electronic Membership System TOTEM
<b>November 15, 2020</b>	Deadline to file Internal Revenue Service (IRS) Form 990 Series <i>(if your fiscal year ends June 30)</i>
<b>November 15, 2020</b>	Deadline to file CA Franchise Tax Board (FTB) Form 199 Series <i>(if your fiscal year ends June 30)</i>
<b>November 15, 2020</b>	Deadline to file CA Office of the Attorney General (OAG) Form RRF-1 <i>(if your fiscal year ends June 30)</i>
<b>December 2020</b>	Units – Remit insurance premiums for 2020 policy year through channels. Check with your council and/or district for appropriate due dates.
<b>December 20, 2020</b>	Districts - Insurance premiums due to California State PTA
<b>January 2021</b>	Workers’ Compensation Annual Payroll Report due. Information about an updated process for reporting, due date, and remitting related surcharge, if applicable, will be coming soon. The updated process will include PTAs at all levels submitting these items directly to AIM, California State PTA’s insurance broker. Please do NOT submit those items using the form or process from prior years.
<b>May 14-16, 2021</b>	California State PTA Annual Convention in Sacramento/Virtual

Visit [www.capta.org](http://www.capta.org) for updates and information.