



MRTA

Missouri Retired Teachers Association & Public School Personnel

December 1, 2009

Dear MRTA Unit Presidents and Unit Treasurers:

We hope this packet of information finds each and every one of you well, enjoying the fall weather, and looking forward to the upcoming Holiday Season.

The purpose of this mailing is to remind each of you of some important upcoming items. Enclosed with this packet are the following:

- 1) Information regarding Income Tax reporting obligations as it pertains to your respective unit's treasury.
- 2) A blank Local Unit Officer's Report. Please send in an updated form with your current officers.
- 3) Sealed Bid to make a bid on the last four remaining entryway tiles in the Lobby of the Office Facility.
- 4) Postage-Paid return envelope.

If you have received this communication, and you are not the President or the Treasurer of your local unit, it is because we have not received an updated Local Unit Officer's Report. Please forward this packet to the person(s) who currently hold these positions, or contact us and we will be glad to send the information to the correct party.

Spring Leadership Workshop Announcements will be coming in the mail in the next couple of weeks. The format of the workshop has been completely reworked. In addition to saving \$9,000 by holding the workshop at the new office facility, we hope to deliver more information to our volunteer leaders as to the purpose, mission, and vision of the Association. We hope when you leave the Workshop, you will take resource information to help each of you to be more successful as you lead your local MRTA Units.

Please accept our gratitude for your leadership and all of the time each of you devote to fulfilling the mission of MRTA. The MRTA staff wishes each of you a Merry Christmas and a Prosperous, Healthy New Year.

www.morta.org
3030 DuPont Circle, Jefferson City, MO 65109
1-877-366-MRTA/Fax: 573-634-4273



MRTA

Missouri Retired Teachers Association & Public School Personnel

MISSOURI RETIRED TEACHERS ASSOCIATION
and Public School Personnel
3030 DuPont Circle
Jefferson City, MO 65109

I.R.S. Filing Requirements – Tax Year 2009

MRTA Unit Name: _____

Reporting Officer Name: _____
(please print)

Region # _____

- Our MRTA Local Unit does not have a bank account and had no income or expenses in 2009. Please sign and complete contact information at the bottom of the page.
- Option 1. Our MRTA Local Unit wishes to report MRTA Local Unit transactions through the MRTA State Office (Parent Organization). **Please complete the bottom of this page and answer questions on page 2.**

NOTE: If your unit has a Federal I.D. Number, please provide that number if reporting through the MRTA State Office.

NOTE: If you have more than one account (e.g. regular checking, savings account, scholarship fund) please use a separate form for each account.

- Option 2. Our MRTA Local Unit will be filing a separate form 990 or 990N for 2009. We will not be reporting transactions to the MRTA State Office (Parent Organization). Please complete bottom of the form and return.

Signature of Officer submitting information: _____

MRTA Title: _____ Date: _____

Contact Phone #: _____

Contact e-mail: _____

**FORM MUST BE COMPLETED AND POST-MARKED TO
MRTA STATE OFFICE BY FEBRUARY 28, 2010**



**MISSOURI RETIRED TEACHERS ASSOCIATION
and Public School Personnel**

**I.R.S. Filing Requirements – Tax Year 2009
Page 2**

OPTION 1 REPORTING PORTION

MRTA Unit Name: _____

Reporting Officer Name: _____

Region # _____ **Federal I.D. #** _____
(please print)

Account Name: _____

NOTE: If your unit has more than one account (e.g. checking, savings, scholarship etc.), please use a separate form for each account.

January 1, 2009 Bank Balance _____

December 31, 2009 Bank Balance _____

Statement of Income during 2009

Can be consolidated by category, for example: (Membership Dues Collected; Fundraisers; Donations received, etc.)

Membership Dues Collected _____

Donations Received _____

Fundraisers _____

Other, Please list _____

Statement of Expenses during 2009

Can be consolidated by category.

Meeting Expenses _____

Supplies (i.e. postage, paper, envelopes, photocopying) _____

Donations Given _____

Scholarships _____

Other, Please list _____