



Northshore Council PTSA Local PTA Invoice and Payment Procedures

INVOICES

Invoices will be issued three times per year on November 1st, February 1st and June 1st.
(See note regarding invoicing for outstanding balances.)

Nov. 1 Invoice will include (Billing Period July 1 – Oct. 31, 2024):

- \$1.50/member fee for memberships activated from July 1 – Oct. 31, 2024
- \$100 Annual Program Fee (supporting grants and the WSPTA scholarship fund)

Feb. 1 Invoice will include (Billing Period Nov. 1, 2024 – Jan. 31st, 2025):

- \$1.50/member fee for memberships activated from Nov. 1, 2024 – Jan. 31st, 2025

June 1 Invoice will include (Billing Period Feb. 1, 2024 – May 31st, 2025):

- \$1.50/member fee for memberships activated from Feb. 1, 2024 – May 31st, 2025

Sept 1 2025 Invoice (Outstanding Balances Only)

- NOTE: Only PTAs that activate members from June 1-June 30th and/or have outstanding balances will receive a Sept 1st invoice. This invoice can be paid in-person at the September 2025 membership meeting.
- \$1.50/member fee for memberships activated from June 1, 2025 – June 30th, 2025

PAYMENTS

Payments are due on the 15th of each invoiced period. (ex: Physical checks for Nov. 1st bill need to be **received** by Nov. 15th.)

Payment options include:

1. Electronic check from local PTA bank account to Northshore Council PTA bank account
 - Coordinate with treasurer to receive bank account transfer information.
2. Physical check mailed to Council P. O. box (avoiding processing fees)
 - Northshore Council PTA
PO Box 1461
Bothell, WA 98041
3. Givebacks/Stripe payment (Local PTA pays for all processing fees)
 - Givebacks store link: [Givebacks](#)

Treasurers will be sent a Google form to indicate their payment choice for the year.

UPDATED STANDING RULES

Local PTAs will be considered in good standing with the Northshore Council PTSA as long as they are not delinquent in their Council fees. In this section, a delinquency means 60 days or more late in payment. Only local PTAs in good standing can vote during Council meetings and apply for Council grants.