



**MRTA**  
MISSOURI RETIRED TEACHERS ASSOCIATION  
AND PUBLIC SCHOOL PERSONNEL  
**877-366-MRTA**  
3030 DUPONT CIRCLE  
JEFFERSON CITY, MO 65109  
WWW.MRTA.ORG

---

**MRTA LOCAL UNIT I.R.S. Tax Filing Requirements – Tax Year \_\_\_\_\_**

MRTA Unit Name: \_\_\_\_\_

Reporting Officer Name: \_\_\_\_\_  
(please print)

- Our MRTA Local Unit does not have a bank account and had no income or expenses. 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. We will not be reporting transactions to the MRTA State Office (Parent Organization). Please complete bottom of the form and return.

Name 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**



**MISSOURI RETIRED TEACHERS ASSOCIATION  
and Public School Personnel**  
MRTA Local Unit I.R.S. Filing Requirements – Tax Year \_\_\_\_\_  
Page 2

**OPTION 1 REPORTING PORTION**

MRTA Unit Name: \_\_\_\_\_  
(please print)

Federal I.D. # \_\_\_\_\_

**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 Bank Balance** \_\_\_\_\_

**Statement of Income during the tax year**

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

Membership Dues Collected \_\_\_\_\_

Donations Received \_\_\_\_\_

Fundraisers \_\_\_\_\_

Interest earned \_\_\_\_\_

Meeting/Meals/Activities Income \_\_\_\_\_

Other, Please list \_\_\_\_\_

\_\_\_\_\_

**Statement of Expenses during the tax year**

Can be consolidated by category.

Donations Given \_\_\_\_\_

Scholarships Given \_\_\_\_\_

Meeting/Meals/Activities Expenses \_\_\_\_\_

Supplies (i.e. postage, paper, envelopes, copying) \_\_\_\_\_

Other, Please list \_\_\_\_\_

**December 31 Bank Balance** \_\_\_\_\_

(Please note this example: January 1 Bank Balance **plus** Income **minus** Expenses = December 31 Bank Balance)