

How to Set up JoinPTA.org in SIX simple steps!

Step 1:

- Go to <https://www.txpta.org/join-pt> and read through the FAQs
- Click on “Add your PTA to JoinPTA.org by clicking [here.](#)”
- A form will open in a new browser window

Step 2:

- Fill out your complete PTA name and Texas PTA ID#.
- Both of these things can be found in your bylaws or by contacting Texas PTA if you do not have set.
- Fill in your School District (do not abbreviate)

PTA Information

PTA Name
Please use full name, no abbreviated names will be accepted. *

Texas PTA ID#
Your PTA's ID # can be found in your bylaws and in your PT-Avenue account. It is the same ID# that is used when submitting a membership roster. If you are not sure of your PTA ID#, please call 1-800-TALK-PTA or email memberservices@txpta.org Thank you! * ①

School District (ISD)
Please use full name, no abbreviated names will be accepted. *

Step 3:

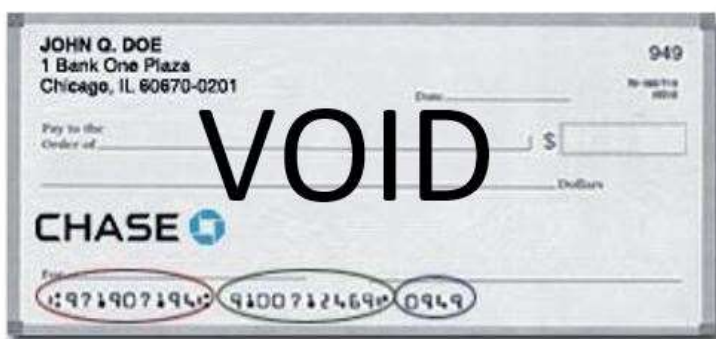
- Fill out your banking information

Bank Information

Bank Name * Branch (if applicable)

City * State * Zip Code *

Transit/ABA Number (Routing #) * Account Number *



The routing and transit number is denoted by nine digits surrounded by a star.

The checking account number

The check number

In some cases the order of the checking account number and the check number is reversed.

Step 4:

- Fill in YOUR information

Submitter Information

First Name * Last Name *

PTA Role *

President
 Treasurer
 Other

Phone Number * Email *

Step 5:

- Check a few boxes

Automated Payment Program & JoinPTA.org Agreement

Automated Payment Program Participation *

I am not currently participating .ADD -Credit the account shown.
 I am currently participating. CHANGE -Change bank information.

I hereby authorize Texas PTA to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error, to the named PTA Checking Account indicated below and the depository named below, to credit and/or debit the same to such account. *

Yes

I understand that this authority is to remain in full force and effect until Texas PTA has received written notification, to finance@txpta.org, from an officer of the named PTA of its termination, in such time and in such manner as to afford Texas PTA and the named PTA a reasonable opportunity to act on it. *

Yes

JoinPTA.org Participation *

Yes, allow people to join my PTA on www.joinpta.org
 No, do not allow people to join my PTA on www.joinpta.org

Step 6: (Last one, woo hoo!)

- You will need to upload a picture of a voided check. You can use your phone to take a picture, or you can scan it on a scanner.
- Then click that cute little box with the calendar and choose TODAY.
- Then Sign the form!! Woo Hoo! You just did it!

Upload a copy of a voided blank check, direct deposit form from bank or printed bank documentation of bank's routing number and your PTA bank account number.

No file selected.

I wish for this transaction to take place starting on this date and to recur as necessary. *

Signature *

[clear](#)