

Process for PTAs Delinquent with the California Attorney General

STEP 1: Research each PTA on the AG's website.

- a. Charity Search - <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- b. Enter EIN, FTB (corporation #), or CT number.
- c. Click on the organization name to see the detailed record.
- d. How to read the registry record: <https://oag.ca.gov/charities/faq#d3>

STEP 2: Triage – let's determine which units need immediate action! (Urgency in descending order)

| <u>Registration Status</u> | <u>Under "Related Documents"</u> |
|----------------------------|--|
| 1. Suspended | Based on "Registration Status". Additional letter may not have been sent. |
| 2. Delinquent | <i>Notice of Intent to Suspend</i> letter has been sent by AG. |
| 3. Delinquent | Other notices have been sent: Delinquency Letter, Incomplete Form Notice |
| 4. Delinquent | No notices have been sent |
| 5. Current | Please review since some PTAs, with a status of "Current", have missing items. |

STEP 3: Contact units with information on missing items. Provide assistance, as needed.

Email delinquency@doj.ca.gov to find out what items are needed to resolve delinquency.

Additional Information:

Forms:

1. RRF-1 Form:
https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf
2. RRF-1 Instructions :
https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_instructs_05.pdf
3. Annotated RRF-1:
http://downloads.capta.org/tfsc/RRF1_annotated.pdf


Submitting missing items to the AG's office:

1. Include the last notice listed on the AG's website with items being submitted (whether emailed or mailed). If there is no notice or delinquency letter, then please include a cover sheet.
2. The requested documents can be sent via email, fax, or regular mail:
 - a. **If there are NO Renewal Fees due from the PTA**, then for delinquent paperwork only, you can email them in pdf format. [RRF-1, amended RRF-1, or tax returns]
 - b. **If a renewal fee needs to be included, then paperwork and check(s) should only be sent by mail to the addresses below.** To prevent delays in processing, please attach the payment to a form or notice. Note the CT Number on the check. If mailing, please send certified/return receipt.

Email forms (PDF's) to: delinquency@doj.ca.gov

Mailing Addresses: **Regular or Registered Mail**
Registry of Charitable Trusts
PO Box 903447
Sacramento CA 94203-4470

Mailing Addresses: **Overnight Mail**
Registry of Charitable Trusts
1300 I Street
Sacramento CA 95814



Please send certified/return receipt mailing, so the AG has to sign for the package.