Process for PTAs Delinquent with the California Attorney General

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

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

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

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.