

AmSpirit

BUSINESS CONNECTIONS

Opening Chapter Bank Account?

If your Chapter is opening a bank account, it will need to apply to the IRS for its own Employer Identification Number using IRS Form SS-4 (the form is available at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>) or the Chapter can apply online with the IRS for an Employer Identification Number at <https://sa1.www4.irs.gov/modiein/individual/index.jsp>.

We would recommend the online method as it is much a much quicker process. Here are some instructions ...

- 1) Follow the link above (<https://sa1.www4.irs.gov/modiein/individual/index.jsp>)
- 2) Click the button that say BEGIN APPLICATION, which is towards the middle of the page
- 3) In selecting an entity, mark the space for VIEW ADDITIONAL TYPES, INCLUDING TAX EXEMPT AND GOVERNMENTAL ORGANIZATIONS and continue ...
- 4) Then on the next page, select COMMUNITY OR VOLUNTEER GROUP (arguably, one could make other selections, but you end up in the same place) and continue ...
- 5) For the responsible party information, you will have to provide particulars about yourself and continue ...
- 6) Indicate your physical location (and you will have to provide other information if that is not the address you will use) and continue ...
- 7) For entity name indicate [] Chapter of AmSpirit Business Connections (and complete other information) and continue ...
- 8) Answer the questions asked (which all should be marked NO) and continue ...
- 9) Now indicate that your organization does OTHER and continue ...
- 10) Then indicate OTHER again and specify WEEKLY BUSINESS MEETING and continue
- 11) Then indicate whether you want confirmation of your number via mail or e-mail and continue
- 12) This should get you an Employer Identification Number for your Chapter

IMPORTANT NOTE: Be sure that when opening a bank account that the name on the account matches the name you provided to the Internal Revenue Service.