



PROCEDURE TO OPEN A CHAPTER CHECKING ACCOUNT

- 1. To open a LeTip Chapter checking account, you must complete an SS4 form. This will establish an Employer Identification Number for your chapter. The form can be found on the I.R.S. website at (www.irs.gov). The accountant in your chapter would be the ideal person to handle this.
2. Apply as an association (not as non-profit), such as LeTip of N.E. Philadelphia, etc.
3. The form can be completed online, or you can print it out and mail it to the address provided on their website.
4. The Board prepares a resolution authorizing the opening of a checking account. There are to be four signatures on the bank signature card: President, Vice-President, Secretary and Treasurer. For additional security, ask the bank to require two signatures on each check.

EXAMPLE RESOLUTION

It was resolved today that a checking account be opened at the National Bank of USA, 1 Main Street, Your town, PA., under the name of LeTip of...

President

Treasurer

Vice-President

Secretary

Member at Large

Member at Large

_____ 20 _____

Date

Chapter Name