

Suggestions for Organizing an Affiliate's Treasury

Step One: Become an official affiliate of AMTE

- Organization must be formed with officers elected
- Constitution must be written and ratified
- Charter must be obtained from AMTE – The charter will provide the legal name of entity needed on the SS4 (see below).

Step Two: Obtain an Employer Identification Number (EIN)

Before opening a bank account, the affiliate organization must obtain an Employer Identification Number (EIN). The IRS Form SS-4 must be completed. Before completing any of these steps, you may want to print a copy of the SS-4 to ensure proper answers to applicable questions. For a list of applicable questions, please see the instructions page of the form (page 2).

To obtain an EIN:

- Apply online:
 - Visit the IRS Website: <http://www.irs.gov/>
 - Click on the link for businesses
 - Click apply for an EIN online
 - Fill out application online
- Apply via phone:
 - Call (800) 829-4933
 - You may want to print a hard copy of the form SS-4 so that you will be prepared to answer the questions
 - Agent will supply you with the EIN number at the end of the conversation. You may take that number to the bank and then fax the documentation from the IRS to the bank upon receiving it.
- Apply via fax
 - Print form SS-4.
 - Fill out applicable information (refer to instructions on pg. 2)
 - Fax the form to the number located on the “Where to File” webpage
- Apply via mail (may take up to 4 weeks)
 - Fill out form SS-4
 - Mail to address located on the “Where to File” webpage

Completing the SS4

When completing the SS4, there are instructions on page 2 that should be carefully followed. The information below is provided as an additional help in completing the form as an affiliate.

The following information will be needed in order to complete the SS4.

- Legal name (taken from the charter)
- Mailing address (typically the treasurer's address)
- County & state of business
- The name of the person who will serve as the principal officer and trustee. This person may be the treasurer, for example. This person's social security number will be needed.
- Under “Type of Entity,” select “Other Non-profit Organization.” In the blank beside “Specify,” enter organization.

- Under “Reason for Applying,” enter banking purposes.
- For the question, “Has the affiliate ever received an EIN number before . . .” the answer is no.

Step Three: Open a Bank Account

After obtaining an EIN:

- Choose a bank.
- Two Affiliate officers should sign on the account (joint account). Both officers will need to be present with their driver’s licenses when opening the account. Also, find out how the bank handles a change in the officer positions.
- If you received your EIN via phone or online, you can take the number to the bank. You will receive an official letter that contains your EIN from the IRS which will be mailed to the address listed on the SS-4 form.
- Fax official letter to bank.