



## **Setting up Bank Accounts for Non-Incorporate, Affiliated Chapters**

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The following actions are necessary for setting up a bank account for chapters that:

- Are not incorporated as a non-profit organization.
- Are utilizing SSWLHC's IRS designation and non-profit determination for the chapter.
- Intend to be part of the group filing with national.

The chapters will need to:

1. Obtain copies of the IRS determination letter and the articles of incorporation.
2. Obtain a letter from SSWLHC that the chapter is affiliated and that the chapter is operating under the non-profit status. (The letter would authorize the officers of the chapter to write checks and release financial information from the bank.)
3. The chapter will obtain a bank signature card for registering the authorized signers for the account. (The chapters are responsible for updating the check signers as changes occur within the chapter.)
4. An officer of the chapter is accountable for maintaining the account according to general accounting principles (GAAP).
5. Per the affiliation agreement, the chapter will submit a brief annual financial report to SSWLHC for review.