

**Directions for starting a chapter bank account:**

To start a bank account, your chapter will need an EIN number to prevent any officer's personal social security number from being attached to the account.

To apply for an EIN:

Visit <https://sa.www4.irs.gov/modiein/individual/index.jsp> and click Begin Application.

Then click:

**View Additional Types, Including Tax-Exempt and Governmental Organizations**

If none of the above fit what you are establishing, there are several others to choose from.

Select **Community/Volunteer Group**. It states that many of these groups need an EIN for banking purposes only.

Complete the basic information requested. Once completed, you should automatically be assigned your EIN. Take this information to a local bank to open an account. Your bank may require a letter of good standing from the National Alumni Association. If such letter is requested, email [chapter@alumni.ua.edu](mailto:chapter@alumni.ua.edu).