

Association Checklist

A business account used for non-profit purposes that can be exempt status from the IRS and state income tax. Associations can be incorporated or unincorporated. Unincorporated associations normally are clubs, societies, or brotherhoods that are often charitable.

IF INCORPORATED, PLEASE USE CORPORATION CHECKLIST

INDIVIDUALS THAT NEED TO BE PRESENT:

- The President of Local Chapter
- OR- The Secretary of Local Chapter
- OR- All Owners of Association

REQUIRED INFORMATION

- Physical Business Address located in Tech CU Counties

Tax Identification Number:

- EIN if assigned by the IRS
- OR- SSN if not assigned by the IRS (title account after the name of the person who owns the SSN, followed by the purpose of the account; for example: John Smith, Book Club Funds)
- Non-expired Personal Identification
- Physical Address of Individual(s)

AS NEEDED:

- Fictitious Business Name Statement, if applicable
- Articles of Association**
- OR- **Statement of Unincorporated Association**
- OR- **Certified Registration of Unincorporated Nonprofit Association**
- OR- **if HOA**, Statement of Common Interest Development Association
- 501(c)(3) IRS approval document for registered **NON-PROFIT status**