

Opening an Alumni Association Bank Account

Alumni Association funds should not be kept in a personal account. We strongly suggest Alumni Associations establish a policy for handling their funds and accounting procedures. Having a local bank account allows Associations to operate well and transparently.

Before you can open you an Association bank account, you will need an EIN number. If your organization already has an EIN number, you can proceed to the Opening a Bank Account heading. Rules and requirements may vary by state and financial institution.

Applying for an EIN Number

1. Apply for an EIN number for your Association at <https://sa.www4.irs.gov/modiein/individual/index.jsp>. This will allow you to set up the bank account in your Association's name instead of under your personal information.
2. Once on the website, click **Begin Application**
3. Then click: **View Additional Types, Including Tax-Exempt and Governmental Organizations**
4. Then select: **Social or Savings Club**. The IRS considers a "Social Club" as an organization *"organized for pleasure, recreation, and other similar non-profitable purposes and substantially all of its activities must be for these purposes."* At this time, this is best classification for a Alumni Association.
5. Complete the basic information requested. Once completed, you should automatically be assigned your EIN.

Opening a Bank Account

1. Take your Association's EIN number to a local bank to open an account.
 - a. Your bank may require a letter of good standing from the national Fraternity. If such letter is requested, email our Headquarters at headquarters@pilambdaphi.org to get it.
 - b. You may need at least two signers on the account.
2. The EIN number should be sent to headquarters as well so we can store it in our records.

Any other questions can be directed to headquarters@pilambdaphi.org