

HOW TO OPEN A BANK ACCOUNT FOR A NEW DA GROUP

1. Apply for an EIN number on-line at www.irs.org . (This takes only a few minutes and you can print off the document right away).
2. Research banks, and credit unions, you have many options. Notice whether they offer “free checking” for groups (may be different than for a personal account), if minimum balances are required.
3. Contact your chosen institution to find out what they will require to open a checking account for a group or club (DA is not a business, nor a charity). Typically they will ask for the EIN number, a copy of your group’s meeting minutes with the “officers” named.
4. It is recommended to have two signers on an account, and it saves time if both people open the account together.