

# Steps to Apply for a Bank Account

## 1.) Write Articles of Incorporation

To form a Nonprofit Corporation, Articles of Incorporation must be filed at the Secretary of State. The Articles of Incorporation must include the following: (IC 23-17-3-2)

- the name of the corporation (which must include "Corporation", "Company," "Incorporated," "Limited," or an abbreviation thereof);
- a statement as to whether the corporation will be a public benefit, religious or mutual benefit corporation;
- the name and address of the Registered Agent;
- the name and address of all the incorporators;
- a statement as to whether the corporation will have members;
- a statement regarding the distribution of assets upon dissolution (IC 23-17-22-5); and
- a \$30.00 filing fee.

If you intend to apply for IRS federal tax exemption as a charitable organization, your articles of incorporation must contain a required purposed clause and a dissolution of assets provision.

## 2.) File for non-profit domestic corporation status at the State of Indiana's Secretary of State Office.

This can be done online at the following site:

<http://www.in.gov/ai/appfiles/sos-registration/landing.html>

## 3.) Request an Employer Identification Number from the IRS.

Every organization must have an employer identification number, even if it will not have employees. The employer identification number is a unique number that identifies the organization to the Internal Revenue Service.

Make sure that you select *church or church-controlled organization or other nonprofit organization* as the **type of entity**.

**To apply online** follow this link: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online>

**To apply by telephone** call this number: 1-800-829-4933 6:00 a.m. to 11:00 p.m. (Eastern Time) Monday through Friday

**To apply by mail** download Form SS-4 at the following link: <http://www.irs.gov/pub/irs-pdf/fss4.pdf> and mail the completed form to:

Internal Revenue Service  
Attn: EIN Operation  
Cincinnati, OH 45999

**To apply by fax** download Form SS-4 at the following link: <http://www.irs.gov/pub/irs-pdf/fss4.pdf> and fax the completed form to: (859) 669-5760

## 4.) Board of Directors must approve the opening of a bank account and those authorized to have access to the account. The official minutes of the Board must state the name(s) of the authorized person(s) and be signed by all Board members present.