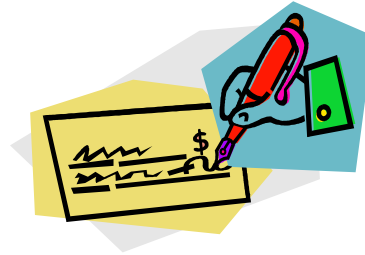


People First/MCDD



## Information Memo #2

### Closing and Opening Your Chapter Checking Account

Each People First Chapter has a checking account. We understand that your checking account may not be in the name of your individual Chapter. You will want to close the current checking account that is not in the name of the Chapter, and open a new account that is in the Chapters name.

Since your Chapter is an organization your bank may ask for a tax identification number to allow you to open the account. The Montana Council on Developmental Disabilities welcomes you to use our tax identification number to open your checking account. We have attached a form letter that you can use at your bank to this information memo. If the bank has any questions or concerns please have them call Council offices at 1/866-443-4332 or 443-4332.

OR you can use the attached Internal Revenue Service (IRS) form SS-4, Application for Employer Identification Number to get a tax ID number for the purpose of opening a bank account only. You don't have to become a non-profit corporation to have a tax ID number and your

Chapter will not have to file income taxes. We have completed and attached an example of what you would want to put on the form to give the information the IRS needs to give you're a tax ID number. We have also attached a clean form for you to use. **Many thanks to Polson/Ronan Chapter Treasurer Shawn Morgan for this great information!**

Sometimes dealing with banks can make a person uncomfortable or feel scared. No one wants you to feel that way so here is a list of steps to take in closing the existing checking account (if you haven't done so already) and steps to take in opening your new checking account. Almost all banks offer free checking so the only expense your Chapter should occur is the cost of your checks.

### To Close An Existing Account

1. Go to the bank and ask to talk to the person who handles checking accounts. Be sure to take your checkbook and your last bank statement. If you don't have your last bank statement, the bank can look that information up for you when you are at the bank. Ask to verify that all the checks written on the account have been deducted from the account



2. Tell the bank staff you need to close an existing account and give them the name of the account or show them the current checkbook which will have the account number printed on the checks. Tell them at that time you also want to open a new checking account in the name of your People First Chapter.



3. The bank staff will then verify the account and give you a balance of money in the account. Be sure and ask the bank staff to check if all the checks written on the account have been deducted from the account.



4. If there are checks that have not yet been deducted, ask to have the amount of money the checks were written for left in the account. Request that any money left over be put into the new checking account you want to open. Ask to have the existing account closed once those checks have been deducted from the account.



### Opening Your New Bank Account

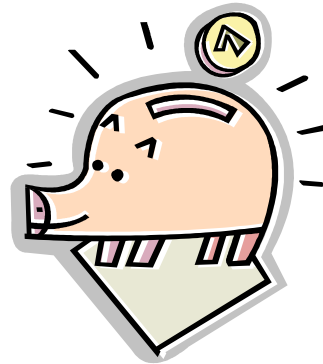
1. Ask bank staff to be sure your new account will be free of charge, other than the cost of your checks. If there is a charge, thank them nicely for their time and go to another bank. There is great competition between banks and your Chapter should not have to pay any fees for its checking account.
2. Since you have already told the bank staff that you want to open a new checking account with the funds left from closing your

other checking account, the bank staff will ask you to complete some paperwork that could include the name of the chapter, mailing address, phone number, your name and a tax identification number. You are welcome to use the Montana Council on Developmental Disabilities tax identification number and we have attached a form letter to use at your bank with our identification number.



Now is when you will be asked to order checks for your new checking account.

3. Once the new checking account has been opened, ask to have the money from your old account that is left after all the written checks have been deducted, deposited to your new account.



4. The bank staff will deposit the funds in your account, write your beginning balance in your check book and give you some starter checks to use until your check order arrives. Starter checks will not have your Chapter name, address, phone number or check

number printed on them so be sure to write that information on the check if you need to use one of the starter checks. Be sure also to record the check in your check register so you know how much money you have left after you've written your check.



5. Your new checking account is open and your People First Chapter is ready for business! Congratulations!

Always balance your checkbook to the bank statement monthly. This means you make sure the checks you have written have been deducted from the account, or that they have not yet been cashed. If you have a written check that has not been cashed over two months time; contact the person or company you wrote the check to and ask them if they received the check. If they have received the check you can ask them why they have not cashed the check or when they are planning on cashing the check.

Checks can get lost in the mail, people can lose checks and banks even make mistakes. Be your own best protection of the Chapter checking account - balance your checkbook every month.

November 28, 2007

TO: Banking Institutions

FROM: Montana Council on Developmental Disabilities  
Deborah Swingley, ED/CEP

SUBJECT: Use of Tax Identification Number for Opening  
People First Chapter Checking Accounts

The Montana Council on Developmental Disabilities is a non-profit 501(c)3 corporation. The Council is providing individual funding to Montana's People First Chapters.

We are authorizing the use of our tax identification number by the Chapters in opening their local checking accounts. Our EIN tax identification number is 14-1883605.

Should you have any questions please feel free to contact me in Helena at 443-4371 or 439-5077. You can also email me at [deborah@mtcdd.org](mailto:deborah@mtcdd.org). For assistance you can also reach Dee Burrell, Grant Manager for the Council at 1/888-443-4332 (statewide toll-free) or 443-4332 in Helena. Dee's email address is [dee@mtcdd.org](mailto:dee@mtcdd.org)

Thank you in advance for assisting your local People First Chapter.

