



UMC Affiliated & Council Chartered Units EIN Use & Bank Accounts FAQ & Process

Question: Do we need to change our unit bank account now that we are chartered by the council?
Answer: Yes, if your current bank account is established under the EIN/Tax ID of your previous chartering organization or if the previous Chartering Organization's name is on the account.

Question: How Should our new account be named?
Answer: Pack/Troop/Crew Number, Town
Lincoln Heritage Council, BSA

Question: What EIN/Tax ID do we use to establish a new account?
Answer: A unit's business identity is directly tied to its Chartering Organization. The Chartering Organization's EIN/Tax ID is generally what should be used. Historically some units have established their own EIN not directly associated with their Chartering Organization. This is permissible, but a unit conducting business in this manner does not have the ability to claim the tax-exempt status of its Chartering Organization (if applicable). See below for tips on establishing accounts in these manners.

Question: As a council Chartered Unit, how can we purchase supplies/gear for our unit in a tax-exempt manner?
Answer: If your unit operates its business functions (to include banking) under the EIN of the council, you can request from your District Executive the appropriate form to present to the merchant.

Question: Are we required to use a specific bank?
Answer: No.

PROCESS Moving Our Account

Using the Council's EIN/Tax ID:

1. Call/visit the bank you would like to use and ask what additional information they will need to open an account for you unit.
2. Be sure to inquire about fees and types of accounts available for a non-profit youth group.
3. Contact your District Executive for any additional documents that may be needed. Please Note: a fully completed Unit Charter Release Form must be on file with the council prior to any request for bank account transfer support.
4. Protection of the council's not for profit status is critical. The council's EIN/Tax ID must be protected and used for official unit business as authorized. Unit financial summary with statement must be provided to the council on annual basis. Units must implement the guidance provided in the "Steps to Protect Unit Funds".