

DATE: _____

Authorization to:

- ☐ Open a bank account or ☐ Renew a bank account with the
☐ Community Bank or ☐ Service Credit Union
in the KMC Community in the name of:

NAME OF ACCOUNT: _____

ACCOUNT NUMBER: _____

and/or IRS EIN: _____

PURPOSE OF ACCOUNT: _____

NEW ACCOUNT CUSTODIAN: _____

NEW CUSTODIAN SIGNATURE: _____

PEOPLE AUTHORIZED TO SIGN TRANSACTIONS:

- | | | | |
|----|-------|--------------|-----------|
| 1. | _____ | _____ | _____ |
| | NAME | Phone Number | SIGNATURE |
| 2. | _____ | _____ | _____ |
| | NAME | Phone Number | SIGNATURE |
| 3. | _____ | _____ | _____ |
| | NAME | Phone Number | SIGNATURE |
| 4. | _____ | _____ | _____ |
| | NAME | Phone Number | SIGNATURE |
-

Account approval date: _____

Account expiration date: _____

THIS ACCOUNT IS AUTHORIZED BY: _____

Catherine Jennings, 86 FSS/FSRLPO
DSN: 480-8728 Comm: 06371-47-8728

“This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.”

INSTRUCTIONS

1. This form MUST be renewed yearly or when changing authorized personnel. It is up to the individual organization to keep track of renewal dates. When bringing this form to be signed, please also bring an updated officers listing.
2. The name of the account should match with the organization name on file with the Private Organizations office.
3. Organizations not current and up to date with the Private Organizations office will not have their account renewed.
4. Form must have wet signatures. No electronic signatures are allowed.
5. A minimum of two (2) persons must be on the authorization to sign for transactions on the account. The account custodian should also be listed as a person authorized to sign for transactions.
6. These accounts must meet criteria as outlined in AFI 34-223, Private Organizations.
7. Unofficial activities are authorized to have a bank account. However, if they have over \$1,000 for three consecutive months, the unofficial activity will need to be transferred into a private organization.
8. Private Organizations must obtain an employer identification number (EIN), in compliance with IRS requirements, prior to opening an account. To obtain an EIN visit IRS.Gov and follow the steps below.
 - Search "Employer ID Number"
 - Click "Apply for an Employer ID Number Online"
 - Click "Apply online now"
 - Click Begin Application
 - Click View Additional Types
 - Click "Community or Volunteer Group" or other applicable option.
 - Complete the application with the account custodian's information. This is ONLY for identification purpose. This does not stay on the Tax ID. You will also need to state that you are the "member" or "officer."

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