

NEW BUSINESS ACCOUNT CHECKLIST:

Local Chapter or Club using EIN of Larger Organization

- Business Name:**
 - **Oregon:** Active [Oregon Secretary of State](#) business name registration listing President and Secretary for Larger Organization.
 - **Washington:** Active [Washington State Department of Revenue](#) business name registration listing Governing People for Larger Organization.
- Tax Reporting:** Federal EIN of Parent Organization. Signed authorization letter from Parent Organization granting permission of chapter to use EIN is required.
- Industry:** Locate the NAICS code that best reflects your primary business activity on [NAICS website](#).
- ID:** Valid state or government issued ID, SSN and personal information for all signers.
- Minimum Signer Requirements:** As named by Parent Organization's signed authorization letter.

**Schedule an appointment to open
your account today at your local branch.**

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