

Setting Up A Group Checking Account

Our 7th Tradition states: “ *Every Group ought to be fully self-supporting, declining outside contributions.*” And our 4th Tradition says: “*Every group should be autonomous, except in matters affecting other groups or FA as a whole.*” It is important for our groups and fellowship as a whole, that there be no question regarding the funds held by the group treasurer. The FA World Service Board, in an effort to address concerns regarding the group’s funds, has established a policy for our member groups to help with accountability. Any group having \$250 US (or locally equivalent amount of funds) must establish a bank account not affiliated or linked to any individual member.

It is the policy of the World Service Board not to give out our Tax Id# to individual groups. To do so would make our own accounting much more difficult. There is a way, however, for you to set up an account for your group but you will need to apply for Employer Identification Number (EIN). The attached link will provide you with a partially filled out SS-4 form. Once you have the form in hand and filled out, you can call the IRS at 1-800-829-4933 to give or fax them the information and receive your EIN over the phone.

Our International groups should check with your local authorities on how to best accomplish this.

SS4 form (IRS FORM for OBTAINING YOUR EIN)

IRS SS-4 webpage

[http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-\(EIN\)](http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-(EIN))

SS-4 form (rev. Jan 2010)

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>