

Unincorporated Associations or Organizations



- **Employer Identification Number (EIN)***
 - To request an EIN call 1-800-829-4933 or visit <http://www.irs.gov>.

- **Active registration with the state**
 - Specialists can obtain from the state websites for your convenience
 - Exceptions require approval from HAPO Treasury Services Department
 - 4-H Chartered Clubs may have a certificate from the WSU Extension office with the club name instead of a state registration

- **Signed Constitution or By-Laws of the association/organization**

- **Resolution (subject specific) or Meeting Minutes**
 - Should include who will be an authorized signatory on the account
 - Should be signed by the Secretary of the association or organization

- **Valid identification of all signers**

*Additional documents may be required if discrepancies arise once validated against government records