

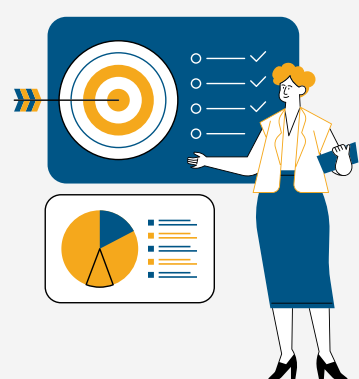
# UNINCORPORATED ASSOCIATION ACCOUNT

## OVERVIEW GUIDE

### 01.

#### WHAT IS AN UNINCORPORATED ASSOCIATION ACCOUNT:

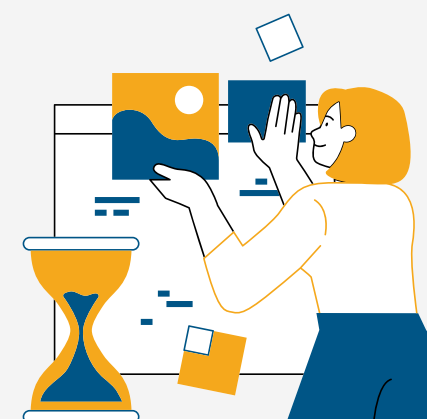
An Unincorporated Association is defined as a group of two or more people who come together by mutual consent to pursue a common religious, educational, charitable, social, or other non-commercial, nonprofit purpose. This includes clubs, organizations, youth sports teams, and any group that operates without formal incorporation under the law. The associated bank account enables the association to manage its funds, collect membership dues, and cover expenses related to its activities, ensuring that funds are handled transparently while providing a means for the group to effectively pursue its objectives.



### 02.

#### GETTING PREPARED:

- EIN Letter: Issued by the IRS, used for tax reporting.
- Bylaws or Constitution (Formal and typed).
- Assumed Name Certificate from El Paso County Clerk (Texas Only).
- Meeting Minutes: Signed by the President and issued within the last 30 days, this document confirms the approval to open the account and identifies the authorized signers.
- Account requires at least two authorized signers, one being the President.



### 03.

#### LET'S GET STARTED:

Once you have collected the necessary documents mentioned above, let's begin the process of opening the unincorporated association account.

Please visit one of our Engagement Centers, contact us by phone or use live video banking to schedule a virtual consultation with an Account Specialist and to submit any account opening documents you have collected, as this will help expedite the process.



### 04.

#### WE'LL TAKE IT FROM HERE:

With improvements to our account opening process, we now provide a simplified and streamlined virtual experience for you.

Within a few business days, one of our Account Specialists will contact you to review your request, obtain any additional documents or information if necessary, and address any questions you may have about the account and/or the account opening process.



### 05.

#### YOUR ALL SET:

Once everything is finalized, we will provide you with the account number and send the necessary documents and disclosures electronically for you to sign (If in-person signing is required, we can arrange this upon request).

The account is now active and ready for use.

