

UNIT BANK ACCOUNTS!!

The Internal Revenue Service has ruled that Scout units are not covered by the local council tax ID number. The unit technically belongs to the chartered organization, and needs to attempt to obtain tax ID number using the chartered organization's tax ID number. In cases where that is not an option, please read the following:

Units desiring bank accounts may obtain a tax ID number for their account by requesting a Form SS-4 from the bank. Fill out the form and call the IRS in Austin (phone number – 512-460-7843). Information from your completed form may be given over the phone and you will receive your number at that time. The form is then mailed to the IRS at the address printed on the form.

To get a tax id number for a Scout unit over the Internet it is necessary to have Adobe Acrobat up and running on the pc. Then, proceed as follows:

Log on to www.irs.gov

In the upper left hand corner of the site are 2 search boxes. Go to the lower one to search for forms. Put "SS-4" into the box & hit go. A page comes up which lets you select instructions or the form itself. Go directly to the form if you are comfortable in doing so. Fill out the form online & submit it. The IRS system will automatically send a tax ID by return email.

Provide this number to the bank in order to open an account. Be sure to notify the IRS when the mailing instructions of the Unit Treasurer change.

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