Bank Accounts for Clubs and Classes
Outline for Treasurers

When an affiliate group of the Association wants to open a bank account, they should use the MIT’s Tax Id Number (TIN) rather than the personal social security number of the primary user of the account, usually the treasurer. We recommend groups use our number because any interest income on the account is reported to the IRS under that number. If the individual’s SS number is used it would be reported as income to the individual, and may have tax consequences.

We must exercise due diligence and establish one of the staff of the Association as an authorized signer on the account, especially when the MIT TIN is used. This is in case the primary user becomes unable to manage the account, or does not handle the account responsibly. The Association must to be able to access the account on behalf of the affiliate group as a whole.

These are the steps to follow to establish an account:

1) Get all the application paperwork from the bank chosen and complete it as much as possible:
   - The Account Title should be “MIT Alumni Association - Class of XXXX” or “MIT Alumni Association – (Club/Org. Name)”.
   - Our Business Type is Unincorporated Association. We are a non-profit 501(c)3.

2) Forward the paperwork to the Association staff contact. They will see that the rest of the application is completed, including the Association’s TIN, and have the Association’s authorized signer (generally the Executive Vice President or Chief Executive Officer) sign in all the right places.

3) The staff member will get it all back to you, including a copy of our formal Resolution that confirms which staff are authorized by the Association Board to be signers.