

# ASSOCIATION OR ORGANIZATION ACCOUNT

An Association or Organization Account may be used by a PTO, school group, club, neighborhood association, civic group, or other community organization for its ongoing operations and expenses.



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## DO YOU NEED THIS ACCOUNT

An association or organization account is used to:

- Collect dues, fundraiser proceeds, donations, or event receipts
- Keep organization funds separate from personal funds
- Pay vendors, reimburse volunteers, or make approved purchases
- Maintain continuity when officers or volunteers change



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## WHAT TO BRING TO THE BANK

Bring the following documents to open an Association or Organization Account:

- Employer Identification Number (EIN) issued by the IRS
- Valid government-issued photo identification for each signer



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## TIPS

Take these extra steps to prepare your documents:

- The fastest way to get your Employer Identification Number (EIN) is to go to [irs.gov](https://irs.gov) and search for "EIN". **Remember: it is free.**

*Thank you for your interest in opening an Association or Organization Account at Watertown Savings Bank.*

**Important:** This guide provides general information only. Documentation requirements may vary based on the customer, account purpose, legal documents, and bank account-opening requirements. Legal or tax guidance may be appropriate in some situations.