Bank account information

One of the very first matters the Board of Directors of a new Kiwanis club must address is opening a checking account to maintain the club's administrative funds. The Board of Directors will need to approve the designated bank, and authorize at least two (2) individuals to sign checks for the deposit and withdrawal of funds.

Banks in the United States will require clubs to furnish an Employer Identification Number when opening an account. It should be a priority of a new club to make an application to the Internal Revenue Service for an Employer Identification Number using IRS Form SS-4, which clubs may download from www.kiwanis.org/theformula/open-a-club/step-3-organize/finances-and-liability.

Prior to sending your application to the IRS, please make a copy of the completed Form SS-4 to present to the bank when opening the club's account. This allows the bank to note on the new Kiwanis club account's that an application is pending. Remember that when the Employer Identification Number is received, this number must be reported to the bank, as well as to the Kiwanis International Office using the contact information below.

We recommend that at a later date a second account is opened to hold the club's service funds. Maintaining two bank accounts is the easiest way to comply with the requirement in the Standard Form for Club Bylaws that clubs' service funds are separated from administrative funds (Article XV, Section 4).