

<b>Title: Federal Tax ID Number Use Policy</b>	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by:</b> Texas State Council Board of Directors (BOD)	<b>Origination Date: Dec. 2013</b>
<b>Revised by:</b> Bylaws, Policy & Procedure Committee	<b>Approval Date: 01/21/2021</b>
	<b>Revision Date:</b>

**I. PURPOSE:**

To provide guidance for the use of the Texas Emergency Nurses Association, Inc. (Texas State Council) Federal Tax ID number.

**II. BACKGROUND/DEFINITIONS:**

1. The handling of the Federal Tax ID (EIN) number carries significant liability.
2. Texas State Council is incorporated as a not-for-profit organization. Each Chapter is separately incorporated as a not-for-profit organization. There is no more important state requirement than maintaining our corporate not-for-profit status. Having a corporate parent structure is what protects the State and Chapter leaders for personal liability should a claim be filed against them.

**III. PROTOCOL/PROCEDURE:**

1. The exclusive use of the Texas EIN number is allowed for business purposes of the Texas State Council and is to be used on all bank and financial accounts of Texas State Council.
2. The Texas EIN may not be used by any entity other than the officers of the Board of Directors or those authorized to conduct tax filing requirements or certain financial transactions (e.g., purchasing, selling, or trading of stocks and bond) on behalf of the Texas State Council with approval of the Board of Directors.
3. The use of the Texas EIN by any individual, other corporation, or committee is strictly prohibited.