



## Federal Tax ID Number Use Policy

### **Purpose**

1. To give guidance to chapter wanting to use Texas ENA Federal Tax ID number for their bank account purposes.
  - a. Note that there is great liability on the state's part in giving out this information, thus proper policy must be in place to govern its use.

### **Procedures**

1. Texas ENA 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 shell is what protects the State leaders for personal liability should a claim be filed against them.
2. Whereas, the Texas ENA Federal Tax ID number cannot be used by any committee, officer or individual member for any purpose.
3. The exclusive use of the Texas EIN is allowed for business purposes of the Texas ENA and the use by any individual, other corporation or committee is strictly prohibited.

Adopted: TENA December 2103