

<b>Title: Federal Tax ID Number Use Policy</b>	<b>Number:</b>
<b>Cross Reference:</b> Dallas County ENA Chapter Federal Tax ID Number Use Policy	
<b>Approved by:</b> Dallas County ENA Chapter Board of Directors (BOD)	<b>Origination Date:</b>
<b>Revised by:</b> Bylaws, Policy & Procedure Committee	<b>Approval Date:</b> 07/07/2023
	<b>Revision Date:</b> 07/04/2023

**I. PURPOSE:**

To provide guidance for the use of the Dallas County ENA Chapter Emergency Nurses Association, Inc. (Dallas County ENA) Federal Tax ID number.

**II. BACKGROUND/DEFINITIONS:**

1. The handling of the Federal Tax ID (EIN) number carries significant liability.
2. Dallas County ENA Chapter 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 Dallas County ENA Chapter EIN number is allowed for business purposes of the Dallas County ENA Chapter and is to be used on all bank and financial accounts of Dallas County ENA.
2. The Dallas County ENA Chapter 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 Dallas County ENA Chapter with approval of the Board of Directors.
3. The use of the Dallas County ENA Chapter EIN by any individual, other corporation, or committee is strictly prohibited.