

The A.A. 7th Tradition in the Digital World

***Make use of cash, check, and cashless contributions
To/From the A.A. Group as meeting environments evolve***

September 15, 2020 7:00 PM EDT

Presented by HMB Area 48 & the A.A. Capital District Central Office

Moderator

***Tammie E.
Panel 70 Area 48
Chair/Alternate Delegate***

Questions may be directed to:

treasurer@ahmbny.org or treasurer@AAalbanyNY.org



WELCOME

Tammie E.

Panel 70 Area 48

Chair/Alternate Delegate

hmbchair@aahmbny.org

THE A.A. 7TH TRADITION IN THE DIGITAL WORLD

This Workshop

- The COVID-19 Pandemic has resulted in significant changes for Alcoholics Anonymous as a whole, and for its meetings.
- Area 48 maintains a Reopening ad-hoc committee Report which provides information to groups as they consider re-opening in various formats.
- The report addresses the 7th Tradition and the exploration of digital options.
- This workshop seeks to help A.A. groups better understand how they may continue the 7th Tradition in an environment which makes use of digital methods for giving and receiving contributions.



THE A.A. 7TH TRADITION IN THE DIGITAL WORLD

A.A. Service Entity Expenses

Group	District
Rent to reserve meeting space while not F2F	Hotline
Virtual platform costs for meetings	Website
Literature, medallions, and cards	Local Meeting Schedules
	Newsletter printing
Area	Intergroup / Central Office
Website	Office Rent
Newsletter	Internet
Meeting Lists	Website
Archives	Phone Service
Virtual Platform costs for meetings	Literature, Medallions, etc.



THE A.A. 7TH TRADITION IN THE DIGITAL WORLD

A.A. Service Entity Expenses

General Service Office	
Services 83 Areas in U.S. & Canada	Translations
Paid Employees	Literature printing & storage
Office Space	Website / Internet
Phone	Meeting App
Newsletter	Archives
Member Correspondence	Answers all public, professional, and member inquiries
Corrections Correspondence	Hosts Conferences, Forums, and Conventions

<https://vimeopro.com/user/12910871/love-and-service>



THE A.A. 7TH TRADITION IN THE DIGITAL WORLD

Overview

1. Selecting a Group Treasurer
2. Financial Management Method
 - Coffee Can/Cash
 - Individual Bank Account
 - Group Bank Account
3. Obtaining a Tax ID (EIN)
4. Opening an A.A. Group Bank Account
5. Review of Digital Platforms
6. Questions & Wrap up



THE GROUP TREASURER

Bill Walker

Past Delegate, Panel 66

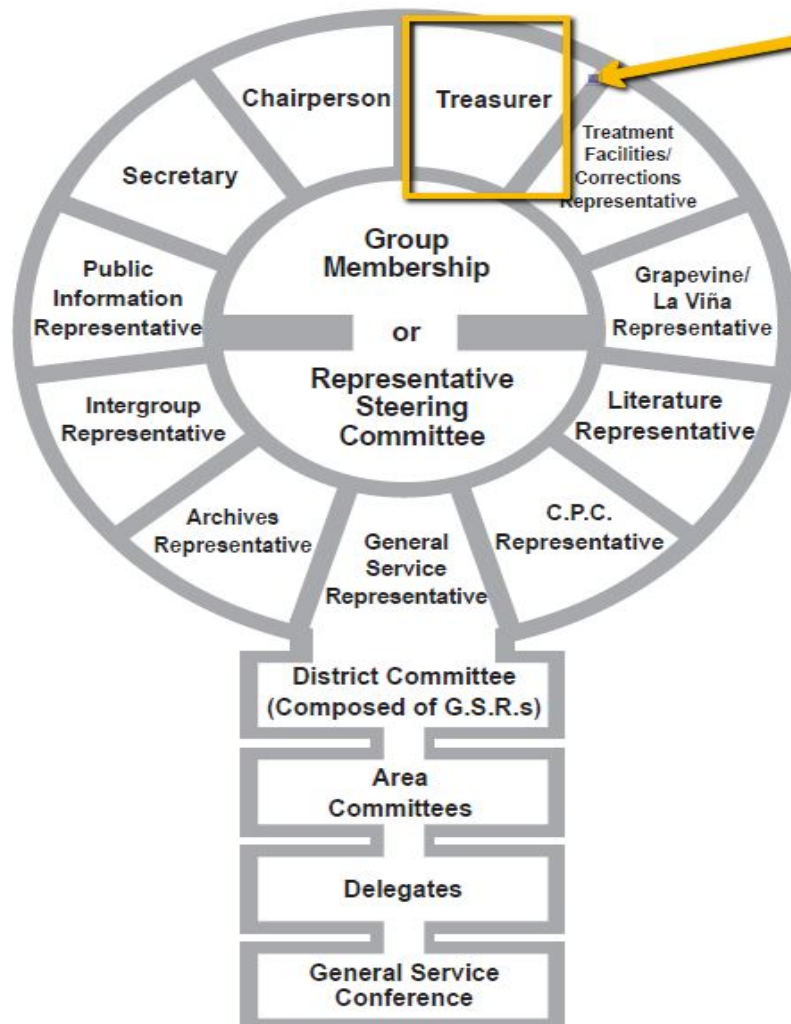
Treasurer, NERAASA 2023

Area 48 Finance Committee

Treasurer, The Woodstock Group

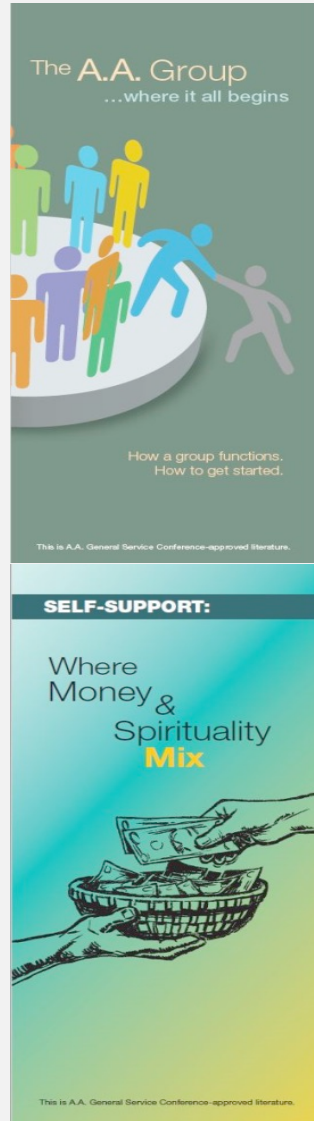
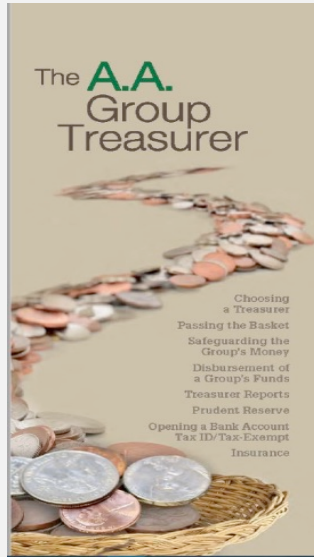
THE TREASURER IN THE GROUP

SERVICE STRUCTURE INSIDE THE A.A. GROUP



The position of group treasurer is one of the most responsible positions in any AA group. While there is no standard length of sobriety necessary for a member to take on the position of group treasurer, many groups suggest that the treasurer should have a reasonable period of sobriety (at least six months to a year or more). It is also suggested that group treasurers be well grounded in the Twelve Traditions and be familiar with the principles and practices of the group itself.

LITERATURE



There are also the
AA Guidelines on
Finance, MG-I5

ARE
THERE
SOME
BASICS
THAT
EVERY
GROUP
SHOULD
ASK FOR
AND
EXPECT?

- ... well grounded in the Twelve Traditions
- ... familiar with Group practices,
- ... accurate, attentive to detail, accountable to the Group
- ... quality sobriety (6 months? One year?)
- ... a source of income?
- ... no history of financial impropriety?
- ... familiar with/comfortable with online banking?

THE OLD WAY



Passing the basket

Keeping the group's money in a shoebox

Paying the rent with cash, a money order, or personal check

Financial records kept in pencil, or in your memory

NOW WE ARE NOT EVEN MEETING IN PERSON

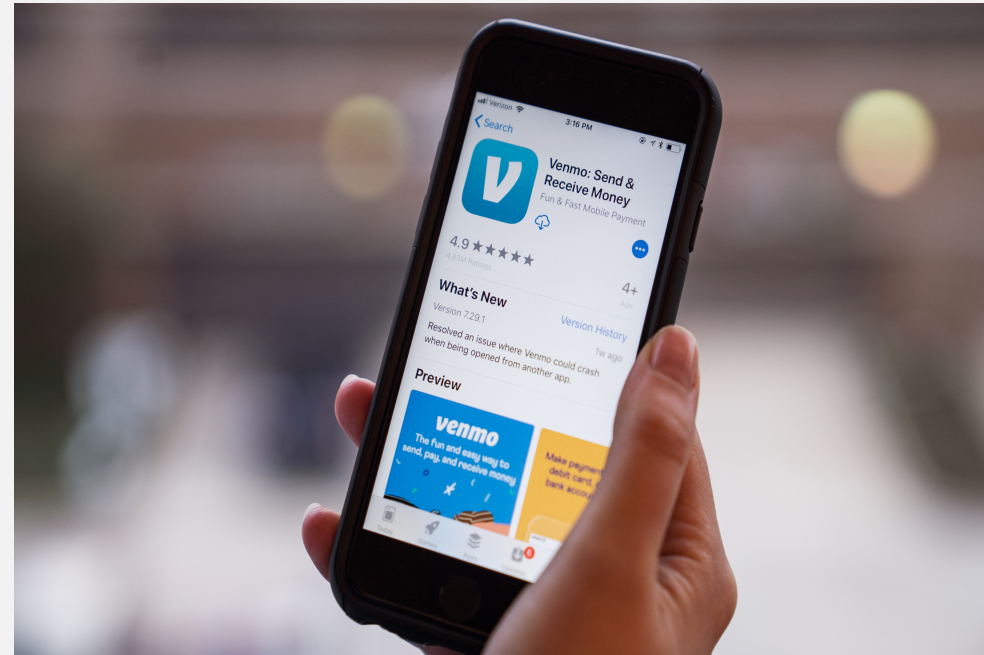
Does the Group want to open a bank account?

Does the Group want to accept online donations?

Does the Treasurer have a computer?

A smart phone?

Does the Treasurer understand what the Traditions say about anonymity?



THE 12 TRADITIONS – THEY ALL APPLY

- Our common welfare should come first; personal recovery depends upon A.A. unity.
- For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- The only requirement for A.A. membership is a desire to stop drinking.
- Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
- Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
- An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
- Every A.A. group ought to be fully self-supporting, declining outside contributions.
- Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
- Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
- Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

• The Traditions and the Treasurer in the Group...

- What is best for the Group?
- Informed Group Conscience should decide.
- No individual member has to have an iphone or computer or even any money.
- It's up to the Group – not GSO or the Area or District or Intergroup.
- It's about what helps the Group carry the message best. Not what's best for any one particular person or entity.
- AA doesn't support any one particular brand or payment vehicle.
- It is only our own contributions that support us. Nothing else.
- We can ask for particular skills to match particular jobs.
- We have no political structure, but that doesn't mean we shouldn't be as efficient as possible.
- We don't support any particular way of doing anything. We certainly don't endorse any brands!
- Personal anonymity must be maintained to the outside world.
- We are not anonymous to each other, but exactly how much do we share?

INFORMED GROUP CONSCIENCE

Whether choosing a Treasurer or the best way to handle the 7th Tradition contributions

- Study all the pertinent information
- Get all points of view
- Consider minority opinion
- Place principles before personalities
- Group Conscience is reached after everyone has been heard, all the information has been looked at, and 2/3rds of the members have voted 'yes' on a proposal.

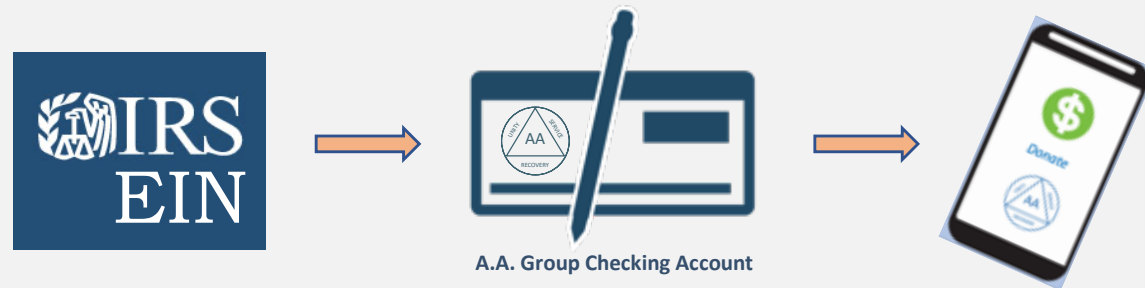
THE TAX ID

Ed M.
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A.A. Capital District Central Office
treasurer@AAalbanyNY.org

ESTABLISHING A TAX ID (EIN)

Three methods A.A. groups manage money

1. Cash / Money Order payment
2. Personal Bank Account (*i.e., checking account of the group treasurer*)
3. A.A. Group Bank Checking Account



ESTABLISHING A TAX ID (EIN)

Digital payments, the EIN, and the A.A. Group Checking Account.

- The Employer Identification Number (EIN) is a federal tax id used by A.A. groups to establish a bank account.
- The Group Checking Account can be used to accommodate sending & receiving digital payments, writing & receiving checks, as well as cash deposits.
- The A.A. Group Checking Account should be based on an identification number issued by the U.S. Internal Revenue Service - not a group member's social security number
- For the A.A. group the EIN is *"for Banking Purposes Only"*



ESTABLISHING A TAX ID (EIN)

What is required for the EIN application?

- “*Business*” Meeting Name
- Responsible Party – The Person who establishes the EIN
- “Business Address”
Meeting Place - Treasurer’s address - P.O. Box
- Type of Organization
- Change of Responsible Party (*i.e., New Treasurer*)

How your A.A.
name appears
on your check



ESTABLISHING A TAX ID (EIN)

IRS.gov – Document Requirements



- Application for Employee Identification IRS form SS-4
- Online: (immediate)

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

- Mail-in Form (up to 4 weeks)

<https://www.irs.gov/pub/irs-pdf/fss4.pdf>

- Application for Change of responsible party SS-8822b

Must be mailed in, cannot be submitted online. <https://www.irs.gov/pub/irs-pdf/f8822b.pdf>

ESTABLISHING A TAX ID (EIN)



Tax Liability

- The A.A. Guidelines on Finance Doc provides high level tax information relating to required annual filings.¹
- Some large A.A. Groups or Intergroups/Central Offices apply for tax exempt 501(c)(3) status when their gross annual receipts exceed \$5,000. Consult a local tax professional if you plan to go this route.
- If your A.A. Group takes in less than \$5,000 annually (i.e., less than \$100 a week) it is not required to apply for 501(c)(3) status and it is exempt from taxes.²
- Your group is still required to file e-Postcard IRS 990-N^{1,3} (annual return). The online 990-N contains EIN, meeting name & address, website (if one exists), and confirmation of annual gross receipts.

¹ A.A. Guidelines – Finance
https://www.aa.org/assets/en_US/mg-15_finance.pdf pgs. 3&4

² IRS publication 557 (revised 2020) Page 24 Chapter 3 Section 501(c)(3) Organizations
<https://www.irs.gov/pub/irs-pdf/p557.pdf>

³ Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)
<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Area 48 and the CDCO are in no way attempting to give tax advise for individual A.A. Groups or any other entity.




Applying for the Federal Tax ID (EIN) is quick and simple online.

You receive the EIN Assignment Letter and Number immediately

The website link for this application page is:



 [File](#) [Pay](#) [Refunds](#) [Credits & Deductions](#) [Forms & Instructions](#)

Apply for an Employer Identification Number (EIN) Online

English | [Español](#)

Individuals

Businesses and Self-Employed

Small Business and Self-Employed

Employer ID Numbers

Business Taxes

Reporting Information Returns

Self-Employed

Starting a Business

Operating a Business

Closing a Business

Industries/Professions


Small Business Events

Online Learning

Large Business

Corporations

Partnerships

 **Hours of Operation**

Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.

Step 1: Determine Your Eligibility

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per [responsible party](#) per day.
 - The “responsible party” is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit Your Application

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

[Apply Online Now](#)

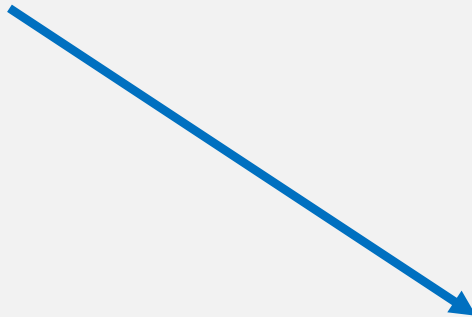
Related Topics

- [State and Federal Online Business Registration](#)
- [Online EIN: Frequently Asked Questions](#)
- [Employer ID Numbers](#)
- [System Requirements](#)
- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Businesses with Employees](#)

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>

You will first have to identify the structure of your A.A. Group

Choose "View Additional Types...."





Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

☐

[Sole Proprietor](#)
Includes individuals who are in business for themselves and household employers.

☐

[Partnerships](#)
Includes partnerships and joint ventures.

☐

[Corporations](#)
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.

☐

[Limited Liability Company \(LLC\)](#)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.

☐

[Estate](#)
An estate is a legal entity created as a result of a person's death.

☐

[Trusts](#)
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.

☒

View Additional Types, Including Tax-Exempt and Governmental Organizations
If none of the above fit what you are establishing, there are several others to choose from.

Help Topics

?

[What if I do not know what type of legal structure or organization to choose?](#)

<< Back

Continue >>

[IRS Privacy Policy](#) | [Accessibility](#)

Choose
Community or
Volunteer Group.

Note the
description box
which is visible in
this depiction.

This description
highlights that the
EIN application is
For banking
Purposes Only.

Your group will
have no employees
and no profits for
which to file taxes.

The screenshot shows the IRS.gov EIN Assistant application page. The header includes the IRS logo and navigation links: [Help](#) | [Apply for New EIN](#) | [Exit](#). The page title is "EIN Assistant". Below the title is a progress bar with five steps: "Your Progress:", "1. Identify", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The "1. Identify" step is currently active.


Under the "1. Identify" step, there is a section titled "Additional Types" with the instruction: "Choose the type you are applying for. You can click the underlined terms for a description." Below this instruction is a list of radio buttons with corresponding links:

- ☐ [Bankruptcy Estate \(Individual\)](#)
- ☐ [Block/Tenant Association](#)
- ☐ [Church](#)
- ☐ [Church-Controlled Organization](#)
- ☒ [Community or Volunteer Group](#)
- ☐ [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- ☐ [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- ☐ [Farmers' Cooperative](#)
- ☐ [Government, Federal/Military](#)
- ☐ [Government, Indian Tribal Governments](#)
- ☐ [Government, State/Local](#)
- ☐ [Homeowners/Condo Association](#)

At the bottom of the "Additional Types" section are two buttons: "<< Back" and "Continue >>".

On the right side of the page, there is a "Help Topics" section. A help window is open, titled "Help - EIN Assistant", showing the URL "sa.www4.irs.gov/modiein/individual/help/keyword.jsp?keyword=C...". The window has two links: "Close This Window" and "Print This Page". The main heading in the help window is "? Community or Volunteer Group". The description text in the help window is: "A community or volunteer group is any specialized interest group that comes together to provide volunteer services. Examples of community or volunteer groups include neighborhood watch groups and preservation societies. These groups generally apply for EINs for banking purposes only." The last sentence is highlighted in yellow.

This is how the IRS
classifies the
Community or
Volunteer Group



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Community or Volunteer Group** as the type of structure applying for an EIN.

What it is...

- Community or volunteer groups are groups that share a common interest and come together to volunteer services, such as neighborhood watch groups, preservation societies, etc.
- These groups generally need an EIN for [banking purposes](#) or to satisfy [local law](#).

What it is not...

- Community or volunteer groups are not engaged in an activity that is for profit.
- They are not [incorporated](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type

Continue >>

[IRS Privacy Policy](#) | [Accessibility](#)

The Responsible Party is the individual to whom the EIN is assigned for the A.A. Group.


This could be a trusted servant (i.e., chairperson, treasurer, or secretary)

If the Responsible Party changes then a “change form” should be submitted to the IRS.

Application for Change of responsible party SS-8822

Must be mailed in, cannot be submitted online.

<https://www.irs.gov/pub/irs-pdf/f8822.pdf>



Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Please tell us about the Responsible Party.

This information is for identification purposes only.

* Required fields

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

Select One ▼

SSN/ITIN *

-

-

Choose One: *

☒ I am a responsible and duly authorized [officer](#) or [member](#) of this organization.

☐ I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

Continue >>

[IRS Privacy Policy](#) | [Accessibility](#)



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

Tell us more about the Community or Volunteer Group.

*** Required fields**

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? *

☐ Yes ☒ No

Does your business involve [gambling/wagering](#)? *

☐ Yes ☒ No

Does your business need to file [Form 720](#)
(Quarterly Federal [Excise Tax Return](#))? *

☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or
firearms? *

☐ Yes ☒ No

Do you have, or do you expect to have, any [employees](#)
[who will receive Forms W-2](#) in the next 12 months? *
(Forms W-2 require additional filings with the IRS.)

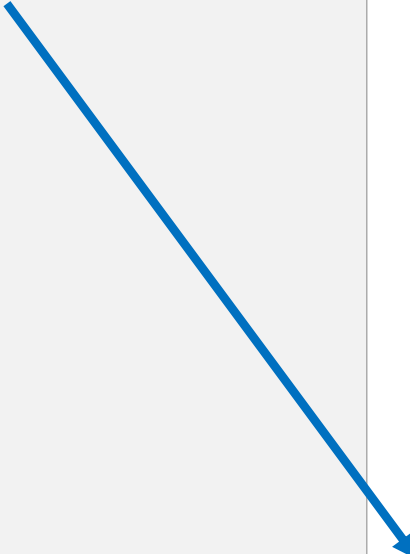
☐ Yes ☒ No

Before continuing, please review the information above.

Continue >>

This is how you
classify the
Community or
Volunteer Group –
Your A.A. Group

Your A.A. Group
does not apply to
any of the
categories defined;
it is “other”



What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined links for additional examples for each category.

- ☐ [Accommodations](#)
Casino hotel, hotel, or motel.
- ☐ [Construction](#)
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- ☐ [Finance](#)
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- ☐ [Food Service](#)
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- ☐ [Health Care](#)
Doctor, mental health specialist, hospital, or outpatient care center.
- ☐ [Insurance](#)
Insurance company or broker.
- ☐ [Manufacturing](#)
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- ☐ [Real Estate](#)
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- ☐ [Rental & Leasing](#)
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- ☐ [Retail](#)
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- ☐ [Social Assistance](#)
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- ☐ [Transportation](#)
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- ☐ [Warehousing](#)
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- ☐ [Wholesale](#)
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.

☒ Other

<< Back

Continue >>

The “next page” is missing from the presentation.


It asks what are the principal products and services of your business?

Answer:

Alcoholics Anonymous self help Group

Here's the summary
of your EIN
information.
Make sure everything
is correct (double
check).

When you hit
[Submit] you'll have
your A.A. Group EIN

 IRS.gov

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

4. Details ✓

5. EIN Confirmation

Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Community or Volunteer Group

Community or Volunteer Group Information

Legal name:

AA [REDACTED] MEETING GROUP

County:

[REDACTED]

State/Territory:

NY

Date business started or acquired:

AUGUST 2020

Addresses

Physical Location:

26 [REDACTED] DR
[REDACTED] NY 12[REDACTED]

Phone Number:

518-[REDACTED]1

Responsible Party

Name:

ED [REDACTED]

SSN/ITIN:

XXX-XX-[REDACTED]
[REDACTED]

Principal Business Activity

What your business/organization does:

OTHER

Principal products/services:

ALCOHOLICS ANONYMOUS SELF HELP GROUP

Additional Community or Volunteer Group Information

Owns a 55,000 pounds or greater highway motor vehicle:

NO

Involves gambling/wagering:

NO

Involves alcohol, tobacco or firearms:

NO

Files Form 720 (Quarterly Federal Excise Tax Return):

NO

Has employees who receive Forms W-2:

NO

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Submit

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

EIN Assistant

Your Progress:

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

4. Details ✓

5. EIN Confirmation

Congratulations! Your EIN has been successfully assigned.

EIN Assigned: 85-2 [redacted] 5

Legal Name: AA [redacted] MEETING GROUP

**How your A.A.
name appears
on your check**

IMPORTANT:

Save and/or print this page and the confirmation letter below for your permanent records.

The confirmation letter below is your official IRS notice and contains important information regarding your EIN.



[CLICK HERE for Your EIN Confirmation Letter](#)

[Help with saving and
printing your letter](#)

Once you have saved or printed your letter, click "Continue" to get additional information about using your new EIN.

[Continue >>](#)

Help Topics

- [? What if I do not have access to a printer at this time?](#)
- [? Can I access this letter at a later date?](#)

**Make sure you
download your EIN
Confirmation Letter
for your group records.**

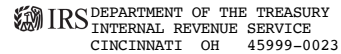
You will need it to
present to the bank so
that you can open an
account in the
Group's Name under
the Group's Federal
ID Number

Here's the summary of your EIN information. Make sure everything is correct (double check).

When you hit [Submit] you'll have your A.A. Group EIN

If you do not save this letter you must call the IRS at (800) 829-4933 and request a 142C "Replacement EIN Letter".

It can be mailed or faxed to you.



Date of this notice: 08-19-2020

Employer Identification Number:
85-2[REDACTED]25

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

AA [REDACTED] GROUP
26 [REDACTED] DR
VOC [REDACTED] LE, NY 121[REDACTED]6

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 85-2[REDACTED]25. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

THE A.A. GROUP BANK ACCOUNT

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OPENING A GROUP BANK ACCOUNT

Why have a Group Bank Account?

From the AA publication F-96 The A.A. Group Treasurer:

“Many groups keep the group’s treasury in a bank checking account in the group’s name, often requiring at least two signatures on all checks. This provides security against accidental loss.”



OPENING A GROUP BANK ACCOUNT

Documents to Bring to the Bank:

- **Tax ID Number (TIN) for IRS Reporting:** EIN obtained from IRS
- **Valid Personal Identification:**
 - Motor Vehicle Driver's License
 - Non-Driver Identification card
 - Military Identification
 - Sheriff's ID
 - Passport
- **AA Group documentation** - Varies by Bank – to provide evidence of the Group's purpose, such as Minutes of Business Meeting containing decisions of Group Conscience, AA Traditions, etc. (See "CDD" next slide)



OPENING A GROUP BANK ACCOUNT



Documents to Sign at the Bank:

- **Bank Account Agreement** – Provide EIN, Valid Identification and SS# and occupation of person to be responsible for the account
- **Signature Cards** - Consider requiring at least two endorsements for checks or electronic transactions. All signatories must be present. (See next slide)
- **“Customer Due Diligence (CDD)”** New federal banking rules require banks to understand the customer relationship, the purpose of the organization and how the account will be used. “CDD” is our government’s attempt to shut down money launderers and terrorists. *Yikes!*

Each bank necessarily interprets these rules and establishes their own policies for exercising due diligence for each new customer. You may want to call your bank first to discuss their requirement before meeting with them. You may or may not need documentation. At a minimum, be prepared to discuss AA. This is not a break in anonymity.



OPENING A GROUP BANK ACCOUNT

More on Signature Cards:



- Consider requiring at least two endorsements for checks or electronic transactions.
- All signatories must be present at the bank to sign signature cards. Signatories should bring valid ID with them to the bank.
- Have at least one additional signatory on the account than is required to endorse a check. For example:
 - If only one endorsement is required on a check, then have at least two signatories on the account.
 - If two endorsements are required on a check, then have at least three signatories on the account.

OPENING A GROUP BANK ACCOUNT

Benefits of using a Group Bank account:

- Security of Funds
- Enables On-Line Banking
 - Set up auto-pay for some re-occurring expenses, such as Zoom.
 - Make online contributions to GSO, Area, Intergroup/Central Office
 - Link Digital Baskets (e.g. PayPal) to receive online contributions from your Group's members.
- Provide a continuing record of income and expenses.
 - Monthly bank statements are normally sent directly to the group treasurer, who can bring them to the group's business meeting.
 - Some banks provide copies of checks with their statements



OPENING A GROUP BANK ACCOUNT



More on On-Line Banking – Email and Phone:

Auto-pay, On-Line contributions, and Digital Baskets can help Groups more easily manage income and expenses in the digital age.

However, each of these require the use of **email and phone** numbers, which may change as each Group rotates treasurers. Each group should decide what works best for them.

- **Email** - Consider setting up a Group email address to use with applications that require it for on-line banking (for example, monthly Zoom fees, and accepting member donations to a digital basket)
- **Phone** – Consider setting up a Group phone number using VOIP (voice over internet protocol) with an app such as Google Voice.



DIGITAL PLATFORMS

Adam S.

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DIGITAL PLATFORMS

Bookkeeping Requirements

- **Group Level**
 - More secure
 - Harder to set up
 - Requires Tax ID & Group Bank Account
- **Treasurer Level**
 - Less secure
 - Easier to set up
 - Requires trustworthy treasurer

DIGITAL PLATFORMS

Other Requirements

- Tax ID or SSN
- Bank Account
- [Email Address](#)
- Phone Number

DIGITAL PLATFORMS

Venmo

Features:

- Send and receive money from individuals online

Cost:

- Free

When to use:

- Venmo doesn't technically allow business accounts
- Great option if treasurer is using a personal account

Anonymity:

- Personal info visible to everyone

Signup Info:

- <https://venmo.com/SignUp>
- Requires a physical phone and an email address



DIGITAL PLATFORMS

PayPal

Features:

- Debit/Credit and E-Check payments
- One-time only and recurring
- Send payments to email address or via a webpage

Cost:

- 2.9% + \$0.30 per transaction

When to use:

- Great for groups with group bank accounts and no particularly niche needs

Anonymity:

- Personal info visible to the group treasurer

Signup Info:

- <https://www.paypal.com/kn/webapps/mpp/account-selection>



Example: \$10.00 Donation

$\$10.00 \times .029 = \0.29
per transaction = $+\$0.30$
Total Fees = $\$0.59$
Net ($\$10.00 - .59$) = $\$9.41$

DIGITAL PLATFORMS

Stripe



Features:

- Receive payments online
- Meant to be embedded into other websites

Cost:

- 2.9% + \$0.30 per transaction

When to use:

- Great for groups that have their own website

Anonymity:

- Personal info visible to the group treasurer

Signup Info:

- <https://dashboard.stripe.com/register?redirect=%2FRegister>

Example: \$10.00 Donation

$\$10.00 \times .029 = \0.29
per transaction = $+\$0.30$
Total Fees = $\$0.59$
Net $(\$10.00 - .59) = \9.41

DIGITAL PLATFORMS

Cash App

Features:

- Send and receive payments online
- Mobile-only experience (no website)

Cost:

- 2.75% per transaction

When to use:

- Great for groups that are 100% mobile (no need for websites)

Anonymity:

- Personal info visible to everyone

Signup Info:

- https://play.google.com/store/apps/details?id=com.squareup.cash&hl=en_US
- <https://apps.apple.com/us/app/cash-app/id711923939>



Cash App

Example: \$10.00 Donation

$\$10.00 \times .0275 = \0.28
Net ($\$10.00 - .28$) = \$9.72

DIGITAL PLATFORMS

Zelle

Features:

- Send and receive payments online
- Setup through your local bank or credit union

Cost:

- Free

When to use:

- Because this is setup through local banks not a lot of folks use it
- Great if your bank offers this and you like your bank

Anonymity:

- Personal info visible to everyone

Signup Info:

- Check with your local bank or credit union



DIGITAL PLATFORMS

DonorBox

Features:

- Receive payments online
- Debit/Credit and E-Check payments
- One-time only and recurring

Cost:

- 1.5% platform fee
- Additional 2.9% + \$0.30 for PayPal or Stripe
- Additional 0.8% for e-check transactions

When to use:

- Requires a Stripe and PayPal account
- Great for groups that want an easy to customize web page for payments

Anonymity:

- Personal info visible to the group treasurer

Signup Info:

- <https://donorbox.org/orgs/new>



Example: \$10.00 Donation

$$\begin{aligned} \$10.00 \times .029 &= \$0.29 \\ \text{per transaction} &= +\$0.30 \\ 1.5\% \text{ platform fee} &= +\$0.15 \\ \text{Total Fees} &= \$0.74 \\ \text{Net } (\$10.00 - .74) &= \$9.26 \end{aligned}$$

E-Check Donation

$$\begin{aligned} \$10.00 \times .008 &= \$0.08 \\ 1.5\% \text{ platform fee} &= +\$0.15 \\ \text{Total Fees} &= \$0.23 \\ \text{Net } (\$10.00 - .23) &= \$9.77 \end{aligned}$$

DIGITAL PLATFORMS

GiveButter



Features:

- Receive payments online
- Debit/Credit, Venmo or PayPal payments
- One-time only and recurring

Cost:

- 3.0% + \$0.30 per transaction
- Optionally give tips to GiveButter

When to use:

- Great for groups that want a reasonably priced, easy to customize web page for payments without the need for PayPal or Stripe

Anonymity:

- Personal info visible to the group treasurer

Signup Info:

- <https://givebutter.com/signup>

Example: \$10.00 Donation

$$\begin{aligned} \$10.00 \times .03 &= \$0.30 \\ \text{per transaction} &= +\$0.30 \\ \text{Total Fees} &= \$0.60 \\ \text{Net } (\$10.00 - .60) &= \$9.40 \end{aligned}$$

DIGITAL PLATFORMS

Google Pay / Apple Pay / Samsung Pay

Features:

- Send and receive payments online
- High security, trustworthy platforms
- Built into larger ecosystems



Cost:

- 3.0% per transaction

When to use:

- Great if your group owns a phone or its members all have ways to pay using the technology ecosystem of choice

Anonymity:

- Personal info visible to the group treasurer

Signup Info:

- <https://pay.google.com/>
- <https://www.apple.com/apple-pay/>
- <https://www.samsung.com/us/samsung-pay/>

Example: \$10.00 Donation

$$\begin{aligned} \$10.00 \times .03 &= \$0.30 \\ \text{Net } (\$10.00 - .30) &= \$9.70 \end{aligned}$$

DIGITAL PLATFORMS

Considerations for the 7th Tradition Online

- People contribute more with plastic
- Consider creating a secret Facebook group for making contributions
- Print out a QR code to your group's contributions page and place it in the basket during the meeting
- Allow members to setup recurring contributions if possible
- Consider asking members to cover transaction fees

WRAP UP - QUESTIONS