



## Legal Guidelines for AAWD and Component Local & Student Chapters

If a component chapter has a bank account, a Federal Employer number is required. Use IRS Form SS-4 to apply for this number. The bank account should not be established under an individual's social security number because that individual would be responsible for paying income tax on the monies in the account.

No component or chapter is allowed to use the name American Association of Women Dentists on their stationery or to open any bank accounts. The association name should read American Association of Women Dentists, \_\_\_\_\_ Chapter.

It is recommended that chapter officers be on all bank account signature cards.

An active component should consider being incorporated as a not-for-profit organization. The Corporate status will protect the individual officers, directors, and members from personal liability for the component's activities if the appropriate corporate formalities are observed.

Incorporation costs can range from \$1,500 to \$3,000.