



Title: Federal Tax ID Number Use	Number:
Cross Reference: TxENA Federal Tax ID Number Use	
Approved by: San Antonio ENA Board of Directors	Origination Date: 1/27/2021
Revised by:	Approval Date: 1/27/2021
	Revision Date:

- I. **PURPOSE:**
To provide guidance for the use of the SAENA, Inc. (San Antonio Emergency Nurses Association) Federal Tax ID number.

- II. **BACKGROUND/DEFINITIONS:**
 - 1. The handling of the Federal Tax ID (EIN) number carries significant liability.

 - 2. SAENA is incorporated as a not-for-profit organization. SAENA 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 SAENA (also known as Emergency Nurses Association San Antonio Chapter) EIN number is allowed for business purposes of the SAENA and is to be used on all bank and financial accounts of SAENA.

 - 2. The SAENA 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 SAENA with approval of the Board of Directors.

 - 3. The use of the SAENA EIN by any individual, other corporation, or committee is strictly prohibited.