

Reviewing the roster/ obtaining checking account



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In February, a letter explaining the importance of reviewing the biweekly branch roster was enclosed with each branch's roster. All branch secretaries should review the roster to ensure that all members with an active Form 1187 are having the appropriate dues deducted.

This is of particular importance with the recent and ongoing hiring of city carrier assistants (CCA). The new CCA Form 1187 has been distributed to national business agents and also is available from the NALC Supply Department. *Dues withholding for transitional employees who become CCAs should continue to be honored by the*

USPS. Depending on when the break in service occurs, there may be one pay period showing no dues deducted. However, after any break in service, those members will need to reactivate their allotment for donations to COLCPE through PostalEase.

The designation/activity code for CCAs is "84-4." Full-time city carriers are "13," part-time flex are "43," part-time regular are "33" and transitional are "83." Mailhandlers (12, 32, 62), clerks (41,11) and rural carriers (71,72) may appear on the roster, along with supervisors ("09") and postmasters ("08"). Normally, members who are not city carriers have joined NALC because of enrollment in the NALC Health Benefit Plan. However, it is possible, particularly with clerks, that they may have transferred to the city carrier craft. Branch officers should investigate to ensure that these members are not paying double dues unnecessarily.

Important reminder: The last checks for branch dues reimbursements were mailed in late March. If your branch has not submitted the necessary documentation to initiate electronic deposit, it must do so immediately. Should you have questions, please call the Membership Department immediately.

Since the passage of the Patriot Act on Oct. 26, 2001, opening a checking account can be a trying experience for NALC branches. Many branch officers have arrived at the bank only to find that they have not taken along the documentation that banks are required to obtain from customers. The bank is required to identify an entity (non-individuals) and verify the entity's existence. Unfortunately, to verify the branch's existence, the bank may require mul-

iple documents—a trying redundancy of information.

The following is a list of items that NALC branch officers should have available when opening an account with a different bank:

- The name and address of the branch and the branch's Internal Revenue Service (IRS) identification number (Employer Identification Number). If you have a Form 990 or 990-EZ, even though it shouldn't be necessary, take it with you, as well as an invoice billed to the branch's address.
- NALC and its branches are tax-exempt 501(c)5 organizations, not 501(c)3 as many people assume. You should print out the IRS Letter of Determination available at nalc.org. Though not all banks ask for the same documentation, you should have this available. NALC's *Group Exemption Number* is 0685.
- If the branch has bylaws, take a copy along as well as a copy of the *NALC Constitution*. Also take the branch charter if it is available, or a photocopy.
- A resolution must be submitted to the bank to identify the individuals who are authorized to use the branch's bank account. The resolution should include the name, address and position of each person authorized to use the account and may look something like this:

At a meeting of NALC Branch ____ held on _____ at which a quorum was present, the following resolutions were adopted: Resolved that NALC Branch ____ (the "Organization") hereby authorizes Bank ____ (the "Bank") to provide the following accounts, products, or services as indicated below; and that the following resolutions shall remain in full force and effect until written notice of their amendment or rescission shall have been received by the Bank prior thereto: Resolved that the Bank be named as a depository of the Organization and in the case of all depository accounts on which checks may be written as provided in the Deposit Agreement of the Bank with respect that type of account as now in force or as such agreement may be amended from time to time by the bank, the funds, deposited with the bank may be withdrawn upon a written check signed by one of the following: ____ And countersigned by any One of the following: ____

The above is separate from the actual signature card, which the bank should provide. Many banks will have a resolution ready, which, if not all of the officers are present at the bank, you may take with you to have signed by the appropriate officers.