

## ANC Security Fund Annual Report Form Checklist

Please take a little extra time to review your application to make sure it's complete and accurate. To help, here's a handy checklist of items that we find are frequently omitted or inaccurate and will require you to resubmit your package.



- Are there signatures on the Agreement?
- Is the date of your meeting included on the Resolution page? Please use the resolution page included with the form.
- Is the Chair and Treasurer Information the same and signatures are included?
- Does your bank survey have ALL of the following?
  - a. Bank POC
  - b. Bank account number
  - c. Bank type
  - d. DC Tax ID Number<sup>1</sup>
  - e. Names of officers and approved signatories
  - f. Bank Representative signature
- Does your bank signature card have ALL of the following?
  - g. DC tax ID Number<sup>2</sup>
  - h. Name of the account (which should be DC Government and ANC name)
  - i. Signatures of approved signers
- Is your check made out correctly and signed by the new officers?

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<sup>1</sup> All ANCs are funded by the District of Columbia government through quarterly financial allotments. Thus, ANC funds are District of Columbia government funds and all ANCs are required to identify themselves to financial institutions as entities of the District of Columbia government and include the District's Tax Identification Number (TIN) 53-6001131 on all ANC bank accounts. The District's TIN does not replace the Federal Tax Identification Number, or EIN, used by an ANC to report taxes withheld from an ANC employee's wages. However, the District's TIN is required by the Government of the District of Columbia to identify and establish that all monies in ANC checking and savings accounts are the property of the District of Columbia Government, and to provide certification to the bank that all information related to the bank account(s) should be reported to the Internal Revenue Service (IRS) under the above-mentioned TIN. Further, the TIN authorizes the District of Columbia Office of the Chief Financial Officer's Office of Finance and Treasury to obtain ANC account information, request any holds be placed on the account, and request the return of account balances to the District Government, if necessary.

<sup>2</sup> Ibid