

CHECKING IN

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Monthly Informational Mailer for Local Election Officials 617-979-8300

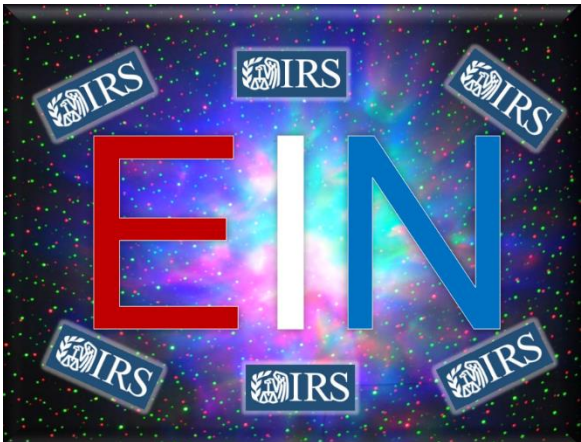
When a new candidate hands you a 101 organizational form, what should be the next step?

One of the first steps for a new candidate is to open a bank account.

According to federal tax laws and regulations, a political committee should obtain a federal tax ID number (EIN) to open a bank account (it's not an OCPF rule).

An EIN should be used even if a committee does not have employees.

Creating an EIN can be confusing because the IRS's electronic application has many options. Please ask your candidate to review this OCPF memo when applying for an EIN: [memo](#). The memo provides step-by-step instructions.



A link to the IRS page is available by clicking the image to the right.

FREQUENTLY ASKED QUESTIONS



ANSWER
The general rule: Committees should organize prior to raising or spending money.
A candidate should also organize if he or she is publicizing the fact that they have a committee. For example, creating a "Committee to Elect Joe Jones" Facebook page.

Twitter Instagram Facebook social media icons

Need a campaign finance refresher?
OCPF has published a 6-minute tutorial for local election officials.
Click [here](#) for the video.