

Set-up bank account New county committee or candidate

Checklist: Get your organization or campaign registered and credentialed to establish a bank account
revised 03/30/25

1. Choose your name. e.g. "Jefferson County Democrats."
2. Check online at <https://sunshine.voteidaho.gov/login> > PAC search to see if the name is available in Idaho. There are ways to re-activate an existing name under new management. You also might want to go to any domain name registrar (domains.google) to search for whether there is an appropriate domain name available for a future web site.
3. Gather information of all officers who might be involved in finances, make note of their name (as shown on voter registration), address, phone numbers, email addresses, etc. Determine who will be the banking/taxation/sunshine law person of contact for the committee.
4. Online visit <https://irs.ein-federal-tax-id.com/IRS/application/> > non-profit to apply for your EIN (employer identification number). Filling out the SS-4 form online is straight forward. You are designating one person to be responsible for any federal tax situation that might occur, but which is highly unlikely unless you intend to hire employees.
5. Chair: Visit <https://sunshine.voteidaho.gov/login> > register to create a personal account which provides you access to the Secretary of State site. Register your committee as a Central Committee (or a candidate campaign committee) During the registration process there will be an option to designate a treasurer for the committee using that person's voter roll legal name.
6. Treasurer: Visit <https://sunshine.voteidaho.gov/login> to create a personal account giving you access to the SOS site. After the Chairperson has completed step 5, you will receive an email from SOS with a link that directs you to accept the treasurer assignment for the committee. You'll fill out some information on line – all very straightforward.
7. Chair: Visit <https://sunshine.voteidaho.gov/login> and a prominent new button will appear on your screen "Verify" after you login to your existing account. Use this link to verify the treasurer's information and make everything formal and official. This step creates a "C-1" document that reflects pertinent information about the committee's official registration with the state Secretary of State.
8. Most local banks require a few forms to be present before a bank account can be opened: The EIN, personal info on Chair and Treasurer, and a printed copy of a "C-1" form that is available from <https://sunshine.voteidaho.gov/login> > search PAC name > select the committee name > select 'committee information' > select 'political treasurer appointment and certification form'. This will display your 'C-1' form.
9. Several banks have fee free accounts for PACs. You may elect to set up an account that uses no checks per se, but rather uses debit card(s) to purchase items for the committee. Consider a bank that allows you to make deposits using your cell phone camera to minimize travel and hassle. Most banks can send money to payees via Zelle or other features, which may eliminate the need for checks.

Questions, comments, corrections?

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