



## **Chapter Banking**

Chapters are required to provide bank accounts for their local chapter business. In the event your chapter needs assistance with banking below are procedures to open/move your banking needs and have IASA manage on your behalf.

- 1) Connect with the Chapter Engagement Coordinator and let them know you want to have IASA manage your account.
- 2) Close your current bank account
- 3) Send the closing balance payable to IASA
  - a. Attn: Gina Jolly, PO Box 51340, Durham, NC 27717
- 4) Upon receipt IASA will set up an individual bank account for the chapter with funds provided and notify the chapter once complete.

### **Services Provided by IASA for Banking**

- IASA will be responsible for paying any invoices received for the chapter.
  - Invoices for vendors must be approved by the President or Treasurer of the Chapter.
  - Expenses for the board members/committee members must be submitted on an expense reimbursement form. These are located on the Chapter Leaders Resource Page
  - Email expenses to Gina Jolly, Operations Director at [gjolly@iasa.org](mailto:gjolly@iasa.org)  
You must copy one additional board member who is not receiving a reimbursement.
- Checks are paid weekly
- IASA will provide details on the chapter banking upon request

**1099'S** – IASA will be responsible for sending the chapters 1099's in January however please remember each invoice that you send to request a W-9 if they are not incorporated. If the vendor is not incorporated a 1099 will be sent in January.

For reimbursements to Chapter Board a W-9 is not needed, just a payee and address and a total reimbursement amount.