



Tarrant County Chapter

OPERATIONAL POLICY/ PROCEDURE

Title: Federal Tax ID Number Use Policy	
Approved by: Tarrant County ENA Board of Directors	Origination Date: 6/5/2017
Revised by: Bylaws and Policies Committee Chair	Approval Date: 1/26/2024
	Revision Date: 1/20/2024

I. **PURPOSE:**

To provide guidance for the use of the Tarrant County Chapter of the Texas Emergency Nurses Association (TCENA) Federal Tax ID number.

II. **BACKGROUND/DEFINITIONS:**

1. The handling of the Federal Tax ID (EIN) number carries significant liability.
2. The TCENA is incorporated as a not-for-profit organization. Each Texas ENA Chapter is separately incorporated as a not-for-profit organization. There is no more important chapter requirement than maintaining our corporate not-for-profit status. Having a corporate parent structure is what protects the State and Chapter leaders for personal liability should a claim be filed against them.

III. **PROTOCOL/PROCEDURE:**

1. The exclusive use of the TCENA EIN number is allowed for business purposes of the TCENA and is to be used on all bank and financial accounts of TCENA.
2. The TCENA EIN may not be used by any entity other than the officers of the TCENA Board of Directors or those authorized to conduct tax filing requirements or certain financial transactions (e.g., purchasing, selling, or trading of stocks and bond) on behalf of the TCENA with approval of the Board of Directors.
3. The use of the TCENA EIN by any individual, other corporation, or committee is strictly prohibited.

Approved by TCENA Board of Directors on January 26, 2024

TCENA President: *Kris Powell RN* MSN RN CEN NEA-BC FAEN