

Critical Treasurer Information 2025 -2026

EIN: ____ - _____

Mailing Address: _____

IRS Group Number: 8506

Phone: _____

Official IRS Registered Name (from tax documents): _____

Banking Information

Primary Checking

Credit Card: ##### Exp. ##/## CVV: ###

Statement mailed to: Name and Address

Debit Card: ##### Exp. ##/## CVV: ###

Assigned to: Name(s)

Statement mailed to: Name and Address

Authorized Check Signers

Person 1

Person 2

Person 3

Online Banking

Username:

Password:

IRS.gov

Business Specialty & Tax Line 800-829-4933

7am-7pm M-F

Username:

Password:

PayPal

Username:

Password:

PayPal Merchant ID:

Venmo

Username:

Password:

QuickBooks

Username:

Password:

SC Secretary of State

Login: www.scsos.com/Charities/Home/AccountLogin

Online Filings: <https://sos.sc.gov/online-filings/charities-pfrs-and-raffles/charities>

803-734-1790

Username:

Password:

Insurance

Insurance Provider:

Website:

Username:

Password:

Account #:

Policy Numbers:

Effective Dates: ##/##/## - ##/##/##

Stripe

Username:

Password:

Verification Phone:

Verification DOB:

Verification Home Address:

Dropbox

Username:

Password:

TechSoup

www.techsoup.org

Username:

Password

PTA Email Accounts

Username: president@gmail.com

Password:

Username: treasurer@gmail.com

Password:

All Sites Security Question

Answers

Favorite Color:

Favorite Animal: