

# New county committee start-up

Getting your organization or campaign registered and credentialed to establish a bank account

1. Choose your name. e.g. “Jefferson County Democrats.”
2. Check online at [sos.idaho.gov>>elections division>>campaign finance reports >>candidates and pacs>>search](https://sos.idaho.gov/elections-division/campaign-finance-reports/candidates-and-pacs/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 website (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, record 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. <https://www.irs.gov/pub/irs-pdf/fss4.pdf> 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.
5. Chair: Login to [sos.idaho.gov>>campaign finance portal>>campaign finance portal login](https://sos.idaho.gov/campaign-finance-portal/campaign-finance-portal-login) to create a personal account which provides access to the SOS site. Register your committee as a Political Action Committee (not 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: Login to [sos.idaho.gov>>campaign finance portal>>campaign finance portal login](https://sos.idaho.gov/campaign-finance-portal/campaign-finance-portal-login) to create a personal account giving you access to the SOS site. Soon 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 brief information.
7. Chair: Login to [sos.idaho.gov>>campaign finance portal>>campaign finance portal login](https://sos.idaho.gov/campaign-finance-portal/campaign-finance-portal-login) and a prominent new button will appear on your screen “Verify.”
8. Use this link to verify the treasurer's information and make everything formal and official. This step creates a C-1 document that reflects the pertinent information about the committee's official registration with the state Secretary of State.

Most local banks require a few forms to be present before a bank account can be opened: Your EIN, personal info on Chair and Treasurer, and a printed copy of a “C-1” form that is available from [sos.idaho.gov>>elections division>>campaign finance reports \(public\)](https://sos.idaho.gov/elections-division/campaign-finance-reports/public). Search for your committee name under Candidates and Pacs then print the C-1 report. Some banks may want a copy of the minutes of the meeting that authorized the Chair and Treasurer to acquire a bank account.

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, which may eliminate the need for checks.

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