

Group Checking Account Process

Each individual group must get their own EIN (Employee Identification Number) and Assumed Name.

Follow these easy steps along with \$30 and you will be ready to open a group checking account.

1. First access the Office of the Minnesota Secretary of State website – (Forms attached – example and blank) <http://www.sos.state.mn.us/index.aspx?page=180>
2. Select “**Search**” to take you to the site that has you check to make sure your NAME is not already taken.



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OFFICE OF THE
MINNESOTA SECRETARY OF STATE
Mark Ritchie

Quick Links

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Business Online Filing, Renewals and Searches

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Assumed Names/Sole Proprietorships

Any individual, corporation, limited partnership or limited liability company that conducts business in Minnesota under a name other than their full legal name, must file a Certificate of Assumed Name along with a \$30.00 filing fee. Filing fees for subsequent amendments are \$30.00 per filing.

After filing with this office, you must publish the Certificate or Amended Certificate of Assumed Name with a qualified [Legal Newspaper](#) for two consecutive issues in the county where the principal place of business is located. After publication, the newspaper will return an affidavit of publication which should be retained by the business. Failure to publish may render the filing invalid.

* An annual renewal is required once each calendar year. There is no charge for filing the annual renewal unless the assumed name is expired for failure to file an annual renewal, in which case there is a \$25.00 reinstatement fee.

For more information, see *Minnesota Statutes*, [Chapter 333](#)

[File your business document online](#) using Express Services. This is an electronic submission of your request. There is a \$10.00 express service fee that will be charged in addition to the standard filing fee.

[Forms](#) are available by our office for filing a Certificate of Assumed Name or an amendment to an existing Assumed Name.

[Other Business Resource Links](#)

Business & Nonprofit

Starting a Business or Nonprofit

Assumed Names/Sole Proprietorships

Minnesota Business Corporations

Minnesota Nonprofit Corporations

Foreign Corporations

Limited Liability Companies

Limited Liability Partnership

Limited Partnerships

File Online

Forms and Fees

Search

Copies & Certificates

Next Steps / Other Information

Uniform Commercial Code (UCC)

Tax Liens

3. Fill out the attached form "Assumed Name" and mail a check for \$30 to

FILE IN-PERSON OR MAIL TO:

Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103

Most Banks require an approved copy of this in order to open a checking account.

4. Fill out the IRS Form SS4 to obtain an EIN – this is free. (forms attached - example, a blank form and instructions)
5. IRS Form SS4 - <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
6. Go to the bank of your choice with copies of the completed/approved SS4 and EIN forms.

NOTE: You DO NOT need to register the name in a newspaper for financial journal. The main purpose of this is to alert the public in the event that someone else has your name.

Contact the Unity Intergroup Treasurer if you have more questions.

Go to:

- www overeaters.org
- Select 'Contact Us'
- Select 'Treasurer'