

BANK ACCOUNT ESTABLISHMENT PROCEDURES

The activity must establish a checking and/or savings account in which local recreation funds will be deposited.

Bank accounts shall be titled Recreation Fund in the name of the activity.

The fund Administrator (Commanding Officer) shall, in accordance with pages 3, 6 & 12 of OPNAVINST 1710.9 of July, 2008, notify depositories in writing that the Commander, Navy Installations Command is the successor in interest to the Recreation Fund bank account(s).

A copy of the Successor in Interest letter shall be forwarded to CNIC N948A when opening the account and annually thereafter.

Instructions and Samples of the Successor letter are available on-line: www.navymwr.org, **Resources**, scroll down & click on **Finance**, click on **Information and Samples**. Then, print off Samples # 6 & 7.

If the bank requires an Employer Identification Number (EIN) as a prerequisite to the opening of a bank account, the activity may obtain an EIN from the Internal Revenue Service (IRS) by requesting IRS Form SS-4, Application for Employer Identification Number, from the activity's regional IRS Service Center or on-line at IRS.com. Copies are available on-line as Samples # 29 & 30.

All U.S. Navy ships, submarines, carriers, and LCSs use one EIN which is 62-1744056. ONLY ships may use this number. See Sample # 29. Shore commands have individual EINs.