

How to Set Up a Neighborhood Group Bank Account

- **Write your neighborhood group's Bylaws/Articles of Incorporation.**
 - This document is the charter establishing the existence of your group.
 - It must include the name and address of a registered agent, the name and address of the group, and the purpose of the group.
 - The bylaws should include who is eligible for membership, voting procedures, and the privileges and responsibilities of membership.
 - For additional information, contact your neighborhood alliance.
- **Your Bylaws/Articles of Incorporation must be filed with the Secretary of State.**
 - To file your neighborhood group's Articles of Incorporation there is a \$10 fee plus an additional \$5 per page.
 - They can be filed through the Secretary of States' website at <https://www.nebraska.gov/apps-sos-edocs/>
 - They can also be mailed to the Secretary of States' office at
Corporate
P.O. Box 94608
Lincoln, NE 68509-4608
- **To establish a bank account, you will need the following information:**
 - A copy of your neighborhood group's Articles of Incorporation filed with the Secretary of States office.
 - The Bylaws of your neighborhood group.
 - Minutes of the organization indicating when the group was formed.
 - Names of those individuals authorized to establish banking relationships.
 - Identification issued by the state or federal government.