



SAMPLE PASSWORDS & ACCOUNTS SUMMARY

ABC PTSA Passwords & Accounts 2022-2023

PTA LUR #: 9999

IRS EIN# 99-9999999

Monthly/Annual Renewal Required for the Following:

GeauxBiz.com: login email & password

LA Charter #: 999999 ; NAKS #: 999999

IRS.gov for Form 990N: login username & password; email & phone associated with account; other security question answers; Note where to file 990: irs.gov - File - charity & nonprofits – finding filing forms – Form 990 series returns – Form 990 N – submit form 990; or **Efile.form990.org**: name, login ID #, password

AIM Insurance: aim-companies.com; Insure# LA0009999; Username & password; 800-876-4044; policy expiration date

Moneyfinder.com: email & password

CheddarUp.com: email & password; ABCPTSA.CheeddarUp.com; phone; backup security code

SquareUp.com: email & password

Zoom: email & password

Mailchimp.com: email & password

Other Accounting Software: password

Facebook: Note admin names plus their phone numbers; passwords are their current accounts' passwords; have at least 2 people listed as admins

Bank: screenname, email & password; routing # 99999999, acct # 99999999

Debit Cards: person's name, account number

Email Accounts: (the President might only hold this.)

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

email & password; phone associated with account; backup email

Closed Accounts' Previous Login Information: