



City of Pevely

401 Main Street Pevely, Missouri 63070

A PUBLIC NOTICE IS HEREBY GIVEN THAT THE TOURISM BOARD OF THE CITY OF PEVELY, MISSOURI, WILL CONDUCT ITS REGULARLY SCHEDULED MEETING AT 5:30 P.M. ON MAY 21ST, 2019 AT PEVELY CITY HALL, 401 MAIN STREET, TO CONSIDER AND ACT UPON THE MATTERS ON THE FOLLOWING TENTATIVE AGENDA AND SUCH OTHER MATTERS AS MAY BE PRESENTED AT THE MEETING AND DETERMINE TO BE APPROPRIATE FOR DISCUSSION AT THAT TIME.

Tourism Board Meeting Agenda

The meeting will take place on May 21st, 2019 at 5:30 P.M.

Agenda

1. Pledge of Allegiance
2. Roll Call
3. Consent Agenda
 - a. Approval of Agenda
4. Approval of Minutes (5/1/2019)
5. Old Business
 - a. Donation Application – Pevely Days, Pevely Park, and Main Street Park
6. New Business
 - a. Melissa Peery – Social Media Needs
 - b. EIN and New Bank Account
 - c. Curt Steuve and Kirk Mooney – Twin City Days
 - d. Close Discussions for Decisions
7. Council Member Reports
 - a. Alderman Markus
 - b. Rhonda Gerstner
 - c. Dawn Peery
 - d. Ray Marler
 - e. Terry Sharp
 - f. Patrick Christopher
8. Adjournment

Posted On: 5/20/2019 11:27:18 AM By: Ashton Lowery, Administrative Assistant

Ashton Lowery

From: Sean Westhoff <sean@bwnelaw.com>
Sent: Tuesday, May 14, 2019 10:44 AM
To: Ashton Lowery
Subject: Re: FW: Tourism Board Bank Account

I agree with Greg.

On Tue, May 14, 2019 at 10:33 AM Ashton Lowery <alowery@cityofpevely.org> wrote:

Sean,
What is your thought on this?

Ashton Lowery
City of Pevely
Administrative Assistant
Phone: 636-475-4452 x100
Fax: 636-475-4116

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From: Greg Shinn <greg@thurmanshinnco.com>
Sent: Friday, May 10, 2019 2:26 PM
To: Ashton Lowery <alowery@cityofpevely.org>; 'Sean Westhoff' <sean@bwnelaw.com>
Cc: Nathan A. Schauf <nschauf@cityofpevely.org>
Subject: RE: Tourism Board Bank Account

I think that a federal id number needs to be applied for the tourism board and then a new account opened.

Gregory L. Shinn, CPA CGMA
Partner
Thurman, Shinn & Company CPAs
315 North Washington
Farmington, MO 63640

Phone: 573-760-9400
Fax: 573-760-0101

www.ThurmanShinnCo.com<<http://www.thurmanshinnco.com/>>

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From: Ashton Lowery [mailto:alowery@cityofpevely.org]
Sent: Friday, May 10, 2019 1:05 PM
To: Greg Shinn; 'Sean Westhoff'
Cc: Nathan A. Schauf
Subject: Tourism Board Bank Account

Good afternoon,

Steve Markus was asking me to check with both of you on a question.

The Tourism Board is utilizing the funds that have been collected over the past years from tourism tax for various donations and projects. Steve was interested in setting up a bank account so that they could do such things. After checking with the bank, there were essentially two options: either create a new account and set up a new "business" with a business name, or utilize the account that is already set up, and simply add Rhonda Gerstner, the Tourism Board Chairman, as a signer on the Tourism Tax Fund bank account. From both an accounting and legal standpoint, which way would be the best to do?

Steve has asked, if possible, to have this information together by the next Tourism Board meeting, which is Tuesday May 21, 2019 at 5:30 P.M.

Thank you both for your help,

[Image result for hello spring clipart]

Ashton Lowery
City of Pevely
Administrative Assistant
Phone: 636-475-4452 x100
Fax: 636-475-4116

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Sean W. Westhoff
Breeze, Westhoff, Nguyen & Elpers, LC
610 Collins Ave.
Festus, Missouri 63028
(636) 296-8383
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sean@bwnelaw.com

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Ashton Lowery

From: Samantha J. Buerck <sbuerck@tcbanks.com>
Sent: Thursday, May 16, 2019 2:51 PM
To: Ashton Lowery
Cc: Nathan A. Schauf
Subject: RE: Tourism Board

Hello,

To open a new account they would bring in their proof of EIN from the IRS, Business Organization paperwork (we can find that on SOS website too), and 2 forms of ID for all individuals that will be on the account, as well as meeting minutes saying who is authorized to be on the account and their positions. Two forms of ID can be DL, SS Card, debit card, credit card, pass port... are just a few.

Please let me know if you have any other questions.
Thank you,

Samantha Buerck

Assistant Vice President / Retail Manager



Town & Country Bank

1645 State Rd Z
Pevely, MO 63070
office | 636.475.1000
fax | 636.479.9438

www.tcbanks.com

From: Ashton Lowery [mailto:alowery@cityofpevely.org]
Sent: Thursday, May 16, 2019 2:29 PM
To: Samantha J. Buerck <sbuerck@tcbanks.com>
Cc: Nathan A. Schauf <nschauf@cityofpevely.org>
Subject: Tourism Board

EXTERNAL SENDER. DO NOT click links, or open attachments if the sender is unknown or the message seems suspicious in any way. DO NOT provide your username or password.

Good afternoon,

After getting some advice from our City Accountant and City Attorney, I believe the Tourism Board is planning on applying for an EIN and opening a new account. If this is the way they decide to go, what would they need to do to open this new account?

Thank you,

Ashton Lowery

City of Pevely

Administrative Assistant

Phone: 636-475-4452 x100

Fax: 636-475-4116

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Apply for an Employer Identification Number (EIN) Online



Hours of Operation

Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.

Related Topics

- State and Federal Online Business Registration
- Online EIN Frequently Asked Questions
- Employer ID Numbers
- System Requirements
- Privacy Act Statement and Paperwork Reduction Act Notice
- Businesses with Employees

Step 1: Determine Your Eligibility

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per responsible party per day.
 - The “responsible party” is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit Your Application

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

Apply Online Now

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)

Publication 15 provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in Publication 15-A and tax treatment of many employee benefits can be found in Publication 15. We recommend employers download these publications from IRS.gov. Copies can be requested online (search "Forms and Publications) or by calling 1-800-TAX-FORM.

Important

We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See How to Apply for an EIN. We apologize for any inconvenience this may cause you.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Exempt Organization Information

If you believe your organization qualifies for tax exempt status (whether or not you have a requirement to apply for a formal ruling), be sure your organization is formed legally before you apply for an EIN. Nearly all organizations exempt under IRC 501(a) are subject to automatic revocation of their tax-exempt status if they fail to file a required annual information return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.

Example: Your organization applies for an EIN in November 2014 and chooses a December accounting period. Your first tax period would end on December 31, 2014, and your first return or notice (if your organization does not meet one of the few exceptions to the annual reporting requirement) would be due May 15, 2015. You would be subject to automatic revocation of your exemption if you fail to file for the three periods that end December 31, 2016 (return/notice due May 15, 2017) or for any consecutive three-year period thereafter.

EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will not be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommend that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a third party designee (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or U.S. territories.
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- Sole Proprietor**
Includes individuals who are in business for themselves and household employers.
- Partnerships**
Includes partnerships and joint ventures.
- Corporations**
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- Limited Liability Company (LLC)**
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- Estate**
An estate is a legal entity created as a result of a person's death.
- Trusts**
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- View Additional Types, Including Tax-Exempt and Governmental Organizations**
If none of the above fit what you are establishing, there are several others to choose from.

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[Continue >>](#)

Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)

EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- | | |
|---|---|
| <input type="radio"/> Bankruptcy Estate (Individual) | <input type="radio"/> Household Employer |
| <input type="radio"/> Block/Tenant Association | <input type="radio"/> IRA |
| <input type="radio"/> Church | <input type="radio"/> Memorial or Scholarship Fund |
| <input type="radio"/> Church-Controlled Organization | <input type="radio"/> Plan Administrator |
| <input type="radio"/> Community or Volunteer Group | <input type="radio"/> Political Organization |
| <input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504) | <input type="radio"/> PTA/PTO or School Organization |
| <input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.) | <input type="radio"/> REMIC |
| <input type="radio"/> Farmers' Cooperative | <input type="radio"/> Social or Savings Club |
| <input type="radio"/> Government, Federal/Military | <input type="radio"/> Sports Teams (community) |
| <input type="radio"/> Government, Indian Tribal Governments | <input type="radio"/> Withholding Agent |
| <input type="radio"/> Government, State/Local | <input type="radio"/> Other Non-Profit/Tax-Exempt Organizations |
| <input type="radio"/> Homeowners/Condo Association | |

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Help Topics

- [? What if I still do not know what type of structure or organization to choose?](#)

EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

[<< Change Type](#)

[Continue >>](#)

Help Topics

- ❓ [What is the difference between non-profit and tax-exempt status?](#)
- ❓ [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- ❓ [What if I am not sure my organization would qualify as a tax-exempt organization?](#)

EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?

Choose **one** reason that best describes why you are applying for an EIN.

- Started a new business**
Select this option if you are beginning a new business.
- Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**
Select this option if you are purchasing a business that is already in operation.

[Continue >>](#)

Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)

EIN Assistant

Your Progress: 1. Identify **2. Authenticate** 3. Addresses 4. Details 5. EIN Confirmation

Please tell us about the Responsible Party.

*** Required fields**

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

SSN/ITIN *

Choose One: *

- I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.
- I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.