

How Do I Manage a Legal Entity?

To add a Legal Entity for your club:

- 1) Log into your account at hub.usaswimming.org.
- 2) Click **Club** > **My Club** in the navigation bar at the top of the page.
- 3) Under the Profile tab, click the Legal Entities pill.
- 4) Click “Add Legal Entity” and enter its name and Tax ID.
- 5) Click “Save.”

Club Legal Entities

Please provide the legal entities associated with the club. The legal entity name(s) should be the legal name(s) used on tax documents. The legal entity tax id(s) must be in ITIN (XXX-XX-XXXX) or EIN (XX-XXXXXX) format.

ADD LEGAL ENTITY

LEGAL ENTITY NAME	LEGAL ENTITY TAX ID	
Portland Swim Team	99-9999999	 

Add Legal Entity

Legal Entity Name*

Legal Entity Tax Id*

SAVE

BACK

***If you Legal Entity Changes, please contact your LSC.