

# Student Organization Banking Guide

## Student Organizations Banking Guide

### PURPOSE

This Administration of Student Organization Funds Policy and Procedures is intended to define the distinct roles and responsibilities of the University (Student Activities & Events) and the University Corporation in administering student organization funds through the establishment of a University Corporation bank account.

### POLICY STATEMENT

In accordance to ICSUAM Section 3141.01, per Executive Order 1068, all recognized student organizations that fundraise and manage monies, with the exception of 501(c)(3) organizations, are required to bank with the University or its designated campus auxiliary organization by June 30th, 2017. University Corporation has been identified as the designated campus auxiliary by San Francisco State University.

The University Corporation, SF State (UCorp) will facilitate all financial transactions for Student Organization accounts and along with Student Activities & Events (SAE) will also work with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from Student Organization accounts. This guide should provide you with instructions on how to conduct financial business for your Student Organization including setting up the account, making deposits and a variety of ways to access your club's funds, based on UCorp's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

UCorp has 2 windows located in Administration Building:

**Student Org Consultation** (for all banking related questions) **WINDOW E**:

**Monday & Wednesdays**                      **Tuesday, Thursdays, Fridays**

10:30-5:00                                      8:30-5:00

You can also email any questions directly to [ucorpstudorg@sfsu.edu](mailto:ucorpstudorg@sfsu.edu)

**Bursar Hours** (for Deposits and Withdrawals) **WINDOW G**:

**Monday - Thursday**                      **Fridays**

8:30-5:00                                      8:30-4:30

The SAE Office is located in the Student Services Building Room 206:

**Monday - Friday**

**8:00AM-5:00PM**

## Setting up Student Organization Bank Account

1. Must be a formally *Recognized Student Organization (RSO)* by *Student Activities & Events (SAE)*
2. Once a formal RSO, Student Organization must complete the *Student Organization Special Project Agreement (SOPA)* with SAE.
3. Officers sign SOPA
4. The SOPA form is sent to UCorp for processing
5. The UCorp Fund # will be provided to SAE, and Student Organization Officers
6. The UCorp Fund is your bank account number and this number will be used on the following forms:
  - a. Student Organization Cash Deposit Transmittal Form
  - b. Student Organization Financial Check Request Form

*NOTE: A new SOPA must be filled out and submitted to SAE if there is a change in the Student Org President, Treasurer, or Advisor.*

(Additional forms can be found on University Corporation website at <https://www.ucorp.sfsu.edu/studentorgs>)



**Student Organization Account Application and Agreement**

Please bring this completed form to the Student Activities and Events Dept. (Student Services Building, Room #206)

Student Organization Name:

Academic Year:

Please check one:  Student Organization  Sports Club

Please check one:  New Account  Update Existing Account Account#

Please Generally Describe the Student Org Source of Funding:  
**Fundraising, Membership Dues, Donations, Merchandise Sales, Food Sales**

Please Generally Describe the Student Org Use of Funding:  
**Fundraising Events, Speaker Presentations**

"By signing below, I have read and I agree to the terms and conditions of establishing and managing a bank account on behalf of my student organization. I enter into this agreement with full knowledge of its effect."

**Sam Francisco**  
Student Organization President Name

Signature

(415) 123-4878 / SAM@mail.sfsu.edu  
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

**Francesca Sam**  
Student Organization Treasurer Name

Signature

(415) 123-4679 / FRAN@mail.sfsu.edu  
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

**Ali Gator**  
Student Organization Advisor Name

Signature

(415) 123-4877 ALIGATOR@sfsu.edu  
Contact Info Phone#/Email (@mail.sfsu.edu EMAIL ONLY)

**APPROVALS**

<input type="text"/>	<input type="text"/>
Student Activities & Events Signature	Date
Campus Rec Signature (Sports Clubs Only)	Date
UCorp Signature	Date

**Student Activities and Events Use ONLY:**

Date Received:	Additional Information:
<input type="text"/>	<input type="text"/>

**UCorp Use ONLY:**

Date Received:	Assigned Student Org Fund #:	Additional Information:
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Deposits

Deposits can be made to your club account by utilizing the Student Organization Cash Deposit Form. The form is completed by the club representative making the deposit, and submitted to the Bursar Office located on the bottom floor of the Admin Building, Window *G* for processing. The Bursar Office is open Monday through Thursday, 8:30AM-5:00PM and Fridays, 8:30AM-4:30PM.

1. Deposit all receipts (cash/check payments) with the Bursar Office within 24 hours of receipt. When collecting cash for a student org event after hours, the night deposit drop box, located outside the Administration building should be used. All deposits deposited in the drop box must be accompanied by a completely filled out deposit transmittal, and cash/checks all placed in sealed envelope. **Deposits should not be loosely placed in the drop box.**
2. Establish good controls over cash receipts, use a lock box or safe to store cash and receipts.
3. Attach copies of hand receipts to the deposit form.
4. Transport deposits to the Bursar Office in a secure bag. Deposits should be handled by dual custody if deposit is greater than \$250.00 and by police escort for deposits over \$2,500.00.
5. On the deposit form enter the following:
  - a. **Student Organization Name:** Enter your Club name here.
  - b. **Prepared by/Phone#:** Enter the name and phone # of the person preparing the deposit.
  - c. **Date:** Enter the date the deposit was prepared.
  - d. **Total Cash (adding machine tape or worksheet):** Enter the total of all the cash (currency/coin).
  - e. **Total Checks (adding machine tape or worksheet):** Enter the total of all the checks.
  - f. **# Of Checks:** Enter the number of checks in the deposit.  
**Note: Checks should be made payable to “UCorp - and club name”.**
  - g. **Deposit to:** Enter the Club's five-digit fund number beginning with U; the rest of the chart field string is hard-coded.
  - h. **Verified by:** Enter the name of the person that verified the deposit.  
**Note: The preparer and the verifier cannot be the same person. (The president or treasurer should be the verifier)**

The deposit shall have attached a completed UCorp Deposit Transmittal Form, tape receipt with the total amount of dollars collected, and any necessary supporting documents such as copies of checks, receipts of revenue collected, and any related documents. **The SAE staff will allow student organizations to use the office copy machine and receipt calculator as a resource provided to them, if needed.**

- i. **Date:** Enter the date the deposit was verified.
6. **When depositing donations,** a separate deposit transmittal needs to be completed and turned into Development, *ADM 154-C* for processing. The deposit should include the student org account and all supporting documentation (solicitation information) identifying what the donation is for and any restrictions that may be part of the donation.

7. Bursar will enter the following:
  - a. **Shortage:** If the deposit is short, enter the Club's fund number; the rest of the chart field is hard-coded.
  - b. **Overage:** If the deposit is over, enter the Club's fund number; the rest of the chartfield is hard-coded.
  - c. **Total Deposit:** Enter the grand total of the deposit here.
  - d. **Description or reference information:** Enter the name of the event or other description here.
  - e. **Hand Receipt #'s:** If hand receipts were used, enter the receipt numbers here. Note: Attach the copy of the hand receipt to the deposit form.



The University Corporation, San Francisco State  
 1600 Holloway Ave, Admin. Building #361  
 San Francisco, CA 94132

**\*\* DO NOT USE THIS FORM FOR DONATIONS (Please use other form)**

**STUDENT ORG DEPOSIT TRANSMITTAL**

Prepared by: Sam Francisco *SA M*  
 Verified by: Francesca Sam *FS*  
 Date: 09/9/17

PLEASE SUBMIT THIS FORM TO BURSAR'S OFFICE WINDOW G  
 Mon -Thurs 8:30am - 5:00 pm & Fri 8:30am - 4:30 pm

Program Contact: Sam Francisco  
 Program Email: FRAN@mail.sfsu.edu  
 Program Phone: (415) 123-4678  
 Student Organization Name: ABCXYZ Student Club  
 Student Organization Account #: UXXXX

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information (i.e. purpose, description of event)
580807 - Merchandise Sales	UXXXX	9100		Spreadsheet Attached	Cash	500.00	Book Sales
580931 - All Other Revenue	UXXXX	9100		Spreadsheet Attached	Check	200.00	Membership Dues
660003 - Petty Cash Return	UXXXX	9100		See Petty Cash Form for details	Cash	50.00	Petty Cash Return of unused funds
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
< Please Select >	UXXXX	9100			<Please Select>		
<b>TOTAL:</b>						<b>750.00</b>	

Note (examples of what account to use):  
 \*580807 - For Merchandise Sales (examples: Book Sales, Sweatshirt Sales)  
 \*580931 - For All Revenue (examples: Membership Dues, Ticket Sales, Revenue from Volunteering Membership, Food Fundraising Revenue)  
 \*660003 - Petty Cash Return (use this account if depositing unused petty cash)

Bills (Enter Total Amounts)	COINS(Enter Total Amount)
\$1.00	\$0.01
\$2.00	\$0.05
\$5.00	\$0.10
\$10.00	\$0.25
\$20.00	\$0.50
\$50.00	\$1.00
\$100.00	
Total Currency: 545.00	Total Coins: 5.00

No. of CHECKS 4

Total Cash Amnt \$ 550.00  
 Total Checks Amnt 200.00  
**TOTAL DEPOSIT \$ 750.00**

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
  - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
  - b. Copies of all checks
  - c. All supporting documentation (calculation spreadsheets, emails, event flyers)



The University Corporation, San Francisco State  
 1600 Holloway Ave, Admin. Building #361  
 San Francisco, CA 94132

**STUDENT ORG DEPOSIT TRANSMITTAL (DONATIONS ONLY)**

Prepared by: Francesca Sam *FS*  
 Verified by: Sam Francisco *FS*  
 Date: 9/9/17

Please bring this form and your deposit to DEVELOPMENT DEPT.  
Admin. Building Room #153

Program Contact: Sam Francisco  
 Program Email: SAM@mail.sfsu.edu  
 Program Phone: (415)123-4679  
 Student Organization Name: ABCXYZ Student Club  
 Student Organization Account #: UXXXX

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information	Development Use Only
503904	UXXXX	9100		Acme, Inc.	Check	1,000.00	Donation for 2017 Registration	
503904	UXXXX	9100		Later Gator, Inc.	Cash	20.00	General Support Donation	
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
503904	UXXXX	9100			<Please Select>			
<b>TOTAL:</b>						1,020.00		

Bills (Enter Total Amounts)	COINS(Enter Total Amount)
\$1.00	\$0.01
\$2.00	\$0.05
\$5.00	\$0.10
\$10.00	\$0.25
\$20.00      20.00	\$0.50
\$50.00	\$1.00
\$100.00	
Total Currency:      20.00	Total Coins:      0.00

No. of CHECKS 1

Total Cash Amnt \$ 20.00  
 Total Checks Amnt \$ 1,000.00  
 TOTAL DEPOSIT \$1,020.00

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
  - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
  - b. Copies of all checks
  - c. All supporting documentation (calculation spreadsheets, emails, event flyers)



## Petty cash

The Club must have funds available in their account to cover any petty cash advance. Cash advances are typically used for small cash purchases such as, food (restaurant/grocery store purchases), decorations, other event supplies or organizational purchases.

1. Petty cash can be issued in an amount **up to** \$100 or up to 90% of the Student Org fund balance. Petty cash advances will be issued at the Bursar office window G.
2. To receive Petty cash, the **Student Organization must complete the Student Organization Petty Cash Form** per instructions:
  - a. Indicate the Amount
  - b. Signature of Club Officer (President or Treasurer)
  - c. Obtain signature of another Club Officer
3. Take the signed petty cash request form to the Bursar Office Window G.
  - a. Bursar will issue the petty cash advance, assign Advance #, and provide a Student Organization petty cash envelope filled out with the required information and include an Itemized Expense Report form to keep track of the expenses paid with the advance.
4. Once your event is complete you must bring the Student Organization petty cash advance envelope along with the Itemized Expense Report and any unused funds back to the Bursar Office window G no later than **one business day** after your event. The Itemized receipts/invoices (complete with vendor name and address) and the unused funds should add up to the original advance amount. If \$25.00 over the advanced amount is incurred, a **Student Organization Check Request Form** is needed in order to be reimbursed for the difference. A copy of the completed information on the Student Organization Cash Advance Envelope will be provided to you and to UCorp.
5. Another petty cash **cannot** be given if a student organization has a current outstanding petty cash. If a petty cash advance is outstanding more than a month, SAE will be notified and the student organization could be subject to discipline action by SAE.



PETTY CASH DISBURSEMENT

BURSAR'S OFFICE WINDOW G Mon -Thurs 8:30 am - 5:00 pm & Fri 8:30 am - 4:30 pm
1600 Holloway Avenue, Admin. Bldg.361,San Francisco, CA 94132

Petty Cash reimbursements cannot exceed \$100 or 90% of the student org fund balance.

Student Organization Name: ABCXYZ Student Club

Student Organization Account #: UXXXX

Name (Please Print) Sam Francisco Date 9/7/17 Phone (415)123-4678
Home Address, City, State, Zip Code 1072 Washington Street , Daly City, CA 94015

Contact Extension: X34678 Email: SAM@mail.sfsu.edu

PEOPLESFT CHARTFIELD

Table with 7 columns: Account, Fund, Dept, Program, Class, Project, Amount. Row 1: 660003, UXXXX, 9980, Total 100.00

EXAMPLE ONLY

Description/Purpose: Annual ABCXY Student Club Welcome Night - Event Supplies

Received By: [Signature] (Signature of person picking up funds) Student Org President or Treasurer

Date: 9/7/17

I CERTIFY THAT: The undersigned requestor accepts full responsibility for submitting all supporting documentation (ORIGINAL receipts and other relevant documentation) within 24 hours of petty cash disbursement.

ACCOUNT AUTHORIZED SIGNATURE FINAL APPROVAL: (Student Org President or Treasurer)

[Signature]

Ucorp / Bursar Use Only Prepared by: Verified by: UCorp Entered



The University Corporation, San Francisco State  
 1600 Holloway Ave, Admin. Building #361  
 San Francisco, CA 94132

STUDENT ORG PETTY CASH ITEMIZATION FORM

This form is to be included with the Petty Cash Envelope upon issuance of Petty Cash and must be returned by the student org along with the Petty Cash Envelope and ORIGINAL itemized receipts.

Student Organization Name: ABCXYZ Student Club	Student Org Fund #: UXXXX	Contact Name: Francesca Sam	SFSU E-mail: FRAN@mail.sfsu.edu	Phone: (415) 123-4678	Date: 9/10/17
Date of Expense	Account #	Department	Description of Expense	Amount	
9/9/17	660003	9100	Event Supplies (Table Cloth, Ribbons)	60.00	
9/9/17	660003	9100	Snacks	25.00	
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
				<b>TOTAL:</b>	<b>85.00</b>

Description of Business Purpose:  
 Annual ABCXYZ Student Club Welcome Event - Event Supplies

**Bursar Use ONLY:**

Date Received:	Petty Cash Advance #:	Additional Information:
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## Payment Request

In order to make a payment request the Student Organization must currently have funds available. Payment request are commonly used to pay for supplies and services, such as guest speakers, catering, comedians, DJs, setup crews, rental equipment, special event insurance, etc. *Be sure to plan ahead, as most payment requests are processed with in a seven-day turn around after receipt of an approved payment request.* Submit all requests to Window G or E at the Bursars office in the Administration building on the first floor.

*Types of payment request:*

**Reimbursements** – when a student organization member has spent his/her personal funds and seek reimbursement. The following must be completed to receive a reimbursement:

1. Complete a Student Organization Check Request per instructions
2. Attach ORIGINAL receipts that support reimbursement requested and proof of payment (The *Electronic Receipt Certification* form must also be filled out if ORIGINAL receipts are not submitted (i.e. online order e-receipts, photocopies, lost receipts).
3. Obtain signature of Club Officer (President or Treasurer)
4. (Please Note: Payment Requests *OVER \$2,500* require The Director of SAE signature)
5. Club contact information is required
6. Business purpose/description of event are required

**Direct Payment to Vendor** – Payment to vendor who the Student Organization is receiving goods or services from the vendor. Checks issued to vendors will be mailed to the vendor's remitting address after the event is over and the service is completed. Checks that are required to be held for pickup must indicate such on the check request form and include the on campus contact responsible for picking up the check from the campus disbursement desk, Admin. 358.

1. All payments to new vendors require a completed W-9
2. Complete a Student Organization Check Request per instructions
3. Attach a copy of the invoice or quote from the vendor
4. Obtain signature of Club Officer (President or Treasurer)
5. (Please Note: Payment Requests *OVER \$2,500* require The Director of SAE signature)
6. After UCorp has approved the check request and verified club funds, it will be submitted to Accounts Payable for payment to be processed.
7. Club contact information is required
8. Business purpose/description of event are required

Type of payee (vendor, student, and employee) must be identified. Employees are commonly only paid for reimbursement of goods. If a student organization wants to pay an employee (UCorp or university) for services, please contact UCorp first to determine if payment is allowed.

Keep copies of the above for your records

## Contracts/Agreements:

Contracts and agreements for a Student Organizations events or services must be entered into by the Student Organization, UCorp only serves as the student organizations funds holder.



THE UNIVERSITY CORPORATION, SF STATE  
1600 HOLLOWAY, SAN FRANCISCO, CA 94132  
STUDENT ORG CHECK REQUEST FORM

D.C. No. \_\_\_\_\_

Date: 09/20/2017

ORG FUND NO: UXXXX  
STUDENT ORG CONTACT:  
John Smith  
CONTACT PHONE NO:  
(415)123-4678

If payable to SFSU, please indicate University account  
or Invoice #

**Check Distribution/Special Handling:**

- Mail to payee's address  
 Hold/Call for Pickup  
Phone: \_\_\_\_\_  
 Other: \_\_\_\_\_

**MAKE CHECK PAYABLE TO:**  
CLAIMANT/COMPANY: Acme Cafe'  
ADDRESS: 123 Main Street  
CITY San Francisco STATE CA ZIP CODE: 94112  
Legal resident of the United States or Legally Incorporated?  
 Yes  No -- see below  
Immigration Status:  
 J-1  Other  Passport No  
This payment is subject to 38% withholding: PLEASE COMPLETE THE 1042 S FORM  
All others COMPLETE W-9 FORM

DIRECT PAYMENT

REIMBURSEMENT TO STUDENT ORG MEMBER

DESCRIPTION FOR GOODS AND SERVICES PROVIDED			DETAIL	AMOUNT
ACCOUNT	FUND	DEPT ID		
660003	UXXXX	9100	Food for fundraising events on 9/13/17	100.00
660003	UXXXX	9100		
660003	UXXXX	9100		
TOTAL AMOUNT				100.00

I CERTIFY THESE EXPENSES ARE VALID, THAT THEY ARE RELATED TO THE OBJECTIVES OF THE STUDENT ORG, AND THAT THE ATTACHED RECEIPTS ARE ORIGINAL.

Print Name: Francesca Sam

Print Name: John Smith

*Francesca S.* 9/20/17

*John Smith* 9/20/17

AUTHORIZED SIGNATURE  
(Student Org President or Treasurer)

CLAIMANT'S SIGNATURE DATE

Above \$2,500.00

\_\_\_\_\_  
Director of Student Activities and Events

**ACCOUNTING USE ONLY**

Vendor: \_\_\_\_\_ Acct: \_\_\_\_\_ Inv Nbr: \_\_\_\_\_  
Inv Date: \_\_\_\_\_ Inv Amt: \_\_\_\_\_ Rept Amt: \_\_\_\_\_  
Dup Inv: \_\_\_\_\_ Spec Msg: \_\_\_\_\_

Date Received By UCorp:	Approved For Allowability: By: _____ Date: _____	Date Received by A/P Dept:	E/P Processing By: _____ Date: _____
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## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

**1** Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.  
ACME INDUSTRIES D.B.A. ACME CAFE'

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 **C Corporation**  S Corporation  Partnership  Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note. For a single-member LLC that is disregarded, do not check LLC, check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)  
123 MAIN STREET

**6** City, state, and ZIP code  
SAN FRANCISCO, CA 94112

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> </div> <span style="margin: 0 10px;">-</span> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <span style="margin: 0 10px;">-</span> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px;"></div> <div style="border: 1px solid black; width: 25px; height: 25px;"></div>
OR
Employer identification number
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">5</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">5</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">-</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">6</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">7</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">8</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">9</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">1</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">0</div> <div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">1</div> </div>

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ [Signature]      Date ▶ 9/7/17

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

**Chargebacks from Campus:**

If your club has transactions between campus departments for goods/services provided, a chargeback may be possible. Contact the FMS if you will be using these campus departments for services: Creative Media Services, Event Planning, Parking Services, or Printing Services.

**Raffles/Prizes:**

Raffle/prizes are not allowed to be used at events. Please contact the UCorp if you have questions.

**Dispersal of Funds:**

In the event that this organization becomes inactive during a 2-year period, any funds remaining in the account will be transferred to the\_\_\_\_\_. If you wish to transfer funds to an organization. (Give the name and address of proposed organization, not an individual)