

tax id & banking.

Requesting a Tax ID number

Student Organization may request a SS-4 form from the IRS by calling toll free 1-800-829-1040 or by visiting <http://www.irs.gov>. The SS-4 form may also be submitted online.

Fill out the form completely. Contact the IRS directly if you have any questions or need additional information. Mail in the completed SS-4 with out delay. **You may open a bank account with the tax number immediately and operate as an organization using this number. This tax number identifies your organization and it will never change.**

Banking

Why? An organization that raises money separate from funds, which may be appropriated by the Student Services Fee Committee, will need to have a bank account from which to draw funds.

Where? Many student organization choose to use Wells Fargo Bank because of its location in the University Union and because of their familiarity with University student organization checking accounts. However, you may choose any bank with which you feel most comfortable.

Should you decide to open an account with Wells Fargo, you must obtain a Checking Account Verification form from the Student Activities Center and have various required signatures. You will then receive a letter from the Student Activities Center to take to Wells Fargo. Special benefits apply to student organizations that utilize Wells Fargo Bank.

How? To open an account you will need either a student's social security number (not recommended) or a tax ID number. Apply for the tax ID number by using the SS-4 form. Forms are available at banks or online at <http://www.irs.gov>

What Next? When the organization's account is set up, the account information should be submitted to the Student Activities Center.

**Questions?
Visit the Student
Activities Office
(Union 320) or call
940.565.3807**