Student Organizations  Tax ID Request Form

Associated Students, Phone: 619-594-6555, Fax: 619-594-8932, E-mail: asaa@mail.sdsu.edu

Date: ______________________

To: Business Name: ___________________________________________________ Phone #: ______________________
   Contact Name: _____________________________________________________ Fax #: ______________________
   Business Address: ___________________________________________________________________________________
   _______________________________________________ E-mail: ______________________________

Organization Information:

Student Organization: ____________________________________________________________________________________
Student Name:_____________________________________________________ E-mail: ______________________________
Contact #:_________________________________________________________ Event Date: __________________________
Name of Event:___________________________________________________ Amount of Sponsorship/Donation: ___________

NOTE:
• Donations over $5,000 must go through the Campanile Foundation and will incur an administration fee which will be deducted before funds are deposited in your activity account.
• This process takes approximately 7 to 10 days.

INTERNAL ACCOUNTING USE ONLY

CHECKLIST:

Review/Verify Account: ____________________________________________ Date:____________________________
Tracking Sheet Updated:___________________________________________ Date:____________________________
Create Letter:____________________________________________________ Date:____________________________
Mail/E-mail/Fax:_________________________________________________ Date:____________________________
Review/Verify Account: ____________________________________________ Date:____________________________

For assistance completing this form, please contact Associated Students at 619-594-6555.