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Policy statement:
All student organizations have a requirement to submit an annual disclosure statement regarding off-campus account(s). An organization that is newly created or requesting an agency fund must complete this disclosure statement.

Organizations with off-campus accounts are only able to charge campus services to their on-campus University fund and do not receive the University's sales tax exemption status. In addition, on-campus funds would not earn interest and are required to keep a minimum balance of $100.00 when organizations have both an off-campus account and an on-campus University fund.

An organization may elect to close their on-campus fund, but would then be required to pay all services on campus in advance from their off-campus account.

This form must be completed in order to keep the organizations' University fund in good standing. Failure to submit the form could result in an inactivation of the organizations' University fund.

For Off-Campus Account Holders:
Off-campus accounts are the sole responsibility of each organization. The organization is not allowed to use the University taxpayer identification number or the University's name to establish or imply affiliation with the University when opening an off-campus account. The responsibilities include, but are not limited to tax filing and reporting obligations to the IRS or similar agencies. Any account identified using the University's name or taxpayer identification number will be terminated immediately by the University.