California State University, San Bernardino
Student Organization
On-Campus Banking Exemption Request

NATIONAL ORGANIZATION: _____

CHAPTER DESIGNATION: _____

OFFICER SUBMITTING THE REQUEST: _____

POSITION: _____

CSUSB EMAIL: _____ **@coyote.csusb.edu**   **PHONE NUMBER:** _____

CURRENT BANKING INSTITUTION: _____

A recognized student organization may be granted exemption from banking on campus when the following conditions have been met.

☐ The recognized student organization operates as an extension of a parent national organization;

☐ The recognized student organization pays quarterly and/or annual fees to maintain affiliation with the parent organization;

☐ The recognized student organization is incorporated and received recognition by the Internal Revenue Service as a tax-exempt 501 (c) organization;

☐ The recognized student organization or the parent organization of their behalf filed a Form 990 with the Internal Revenue Service to maintain 501(c) in previous fiscal year;

☐ The recognized student organization maintains insurance that will cover verifiable loss(es) of the organization.

If the exemption is granted, then these conditions must be proven on an annual basis to retain the exemption. Proof of your 501(c) tax-exemption recognition and Form 990 submission must be attached to this request.

RECOGNITION OF BANKING POLICY

In accordance with CSU policy all recognized student organizations must bank on campus unless exemption is granted. Exemption will be granted on an annual basis at the discretion of the Student Leadership & Development Director. Organizations receiving an exemption to bank off-campus are not permitted to use any CSUSB tax identification number. CSUSB will not monitor, manage or keep records for any student organization that maintains an off campus bank account; nor will CSUSB be responsible for any losses to the organization. CSUSB encourages the use of good accounting practices which includes an annual audit of funds conducted by a third party.

_____ _____ _____
SIGNATURE OF PRESIDENT   **NAME (PLEASE PRINT)**   **DATE**

_____ _____ _____
SIGNATURE OF TREASURER   **NAME (PLEASE PRINT)**   **DATE**

_____ _____ _____
SIGNATURE OF ADVISOR   **NAME (PLEASE PRINT)**   **DATE**

_____ _____
OFFICE OF STUDENT LEADERSHIP & ENGAGEMENT APPROVAL   **DATE**