

Off-Campus Bank Account Request Form

Student organizations eligible to hold an off-campus bank account may seek approval of the campus Chief Financial Officer (CFO) or designee and the Vice President for Student Affairs (VPSA) or designee by submitting the following:

Required Documents:

- Completed "Off-Campus Bank Account Request Form." All requests must be completed within 60 days of organization's official registration through the Office of Student Life. Please submit all of these documents together in one email PDF or in person at LSU 121.
- Letter from National Organization verifying account is being monitored by the National Organization in some way.
- Proof of incorporation / IRS Form 990 from the national or local.
- Letter from the off campus bank verifying said bank account is linked with federal tax ID.

Student Organization Legal Name:

Tax ID Number: Date:

President Name: Student ID:

Toromail Address: Telephone Number:

Treasurer Name: Student ID:

Toromail Address: Telephone Number:

National Organization Financial Contact Name:

Email: Cell Number:

On-Campus Advisor Name: Department:

Toromail Address:

Financial Institution:

- Bank Account Number:
- Name and address of financial institution:
- Branch Contact Name and Phone Number:

Contact Information:

- If you have any questions, please contact the Office of Student Life at 310-243-2081

Approved by:

Vice President for Student Affairs:

Date:

Vice President for Administration and Finance

Date: