

REQUEST FOR EXEMPTION

On Campus Banking

This flowchart describes the process for a club/organization to request permission to be exempt from ICSUAM 3141.01 CSU policy requiring CSU student organizations to bank on-campus via Associated Students, Inc.. An approved exemption would allow a student club/organization to a) retain use of an existing off-campus bank account or b) open an account off-campus at a banking institution of their choice.

Determine your club/organization(s) status as a separate legal entity:

Registered 501(c)(3) or 501(c)(7)-type organization [Federal]

OR

Registered unincorporated/incorporated nonprofit association [State of California]

For assistance with determining status of your organization, contact Student Involvement at 559.278.2741 or at USU 306

No Separate Legal Status

STOP!

Your organization is not eligible to request an exemption to the on campus banking policy

Our club/organization is confirmed as:

Registered 501(c)(3) or 501(c)(7)-type Organization [Federal]

OR

Registered unincorporated/incorporated nonprofit association [State of California]

Your organization is eligible to request an exemption to the on campus banking policy.

For assistance with the exemption process, contact Student Involvement at 559.278.2741 or at USU 306

Prepare the following documents:

- Exemption Request Form
- Applicable Supporting Documents

Examples include: Verification of Tax ID/EIN assignment, 501(c)3/501(c)7 status confirmation (Federal), Unincorporated/incorporated non-profit acknowledgement (State of California)

Submit documents to Student Involvement

After Student Involvement verifies exemption documents are complete, request will be submitted to the University Chief Financial Officer (or designee) for final decision.

Final decision will be delivered to your club/organization representative via email from Student Involvement.

For assistance or for more information, contact Student Involvement at 559.278.2741 or at USU 306