

# Student Organization Banking Account Information

## Opening a Bank Account

An organization that had any amount of income will need to have a bank account from which to deposit and withdrawal funds. Many student organizations choose to use Wells Fargo bank because of its location in the University Union and because of their familiarity with University student organization checking accounts; however, you may choose any bank with which you feel most comfortable.

To open a student organization checking account, you must do the following:

- Fill out the Checking Account Verification Request Form which can be found on OrgSync under the 'Forms' tab. After the form is submitted, the President and Advisor will receive an email asking for their approval.
- Student Activities will then send a PDF letter to the email address provided in the Checking Account Verification Request Form. The letter should be taken to Wells Fargo to allow your student organization to open a checking account.
- To open an account you will also need a tax ID number (See the section Requesting a Tax ID).
- Student Activities recommends adding your student organization President, Treasurer and Advisor as signatories on the checking account. This can protect your organization by having a checks and balances system to ensure that the funds are being spent appropriately.

## Choosing a Bank

Many student organizations choose to use Wells Fargo because of its convenient location on-campus and the bank's familiarity with UNT student organization checking accounts; however, you can choose to use any bank.

## Requesting a Tax ID

Student Organizations may request a SS-4 form from IRS by visiting <http://www.irs.gov> . The SS-4 form may also be submitted online., and the fill out the form completely.

- Contact the IRS directly at 1-800-829-4933 if you have any questions or need additional information.
- You may open a bank account with the tax ID number immediately and operate as an organization using this number. This tax number identifies your student organization and the number will never change.

## Dissolved Student Organization Bank Accounts

If an organization ceases to exist and the organization has funds in a Wells Fargo checking account, Wells Fargo will hold the money in the account for a period of 2 years. After 2 years of zero activity, all unclaimed money will be relinquished to Texas Unclaimed Properties.