



ASU Student Organizations

Tax ID Numbers and Account Options

Student Organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account, conducting fundraisers off-campus, working concessions at an athletic event). No student organization is permitted to use the University's tax identification number. If your organization is receiving tax deductible donations from an individual or business you can do one of two things.

1. Establish an account with the ASU Foundation.

Contact the Foundation at (480) 965-3759 or 727-7412. All donations will go to this account and the individual or business will receive the proper documentation of their donation. You may also maintain funds, similar to a bank savings account.

2. Apply for Federal Tax ID Number

Student organizations can apply for their own tax identification number and open an account at a Credit Union or Bank.

To apply:

EIN Operation
Philadelphia, PA 19255
Tele-TIN (800) 829-4933
Fax- TIN (859) 669-5760
Website: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

Once obtained, SORC can keep this number in your organization's permanent file. To verify if your organization has a tax ID number, call the IRS at 1-800-829-1040.

PLAN AHEAD!!! Processing may take 2-4 weeks. If your organization has an event before that time period, you may be able to ask the employer/agency (i.e. working concessions) to write "pending" on the required reporting form. When your organization has received the Federal Tax ID Number, provide it to the employer/agency.