



INSTRUCTIONS FOR OPENING A STUDENT ORGANIZATION ACCOUNT AT USF FEDERAL CREDIT UNION:

- 1. Obtain a letter from the Department of Student Life & Engagement, stating that your organization is affiliated with USF St. Petersburg. Letter must be on USFSP letterhead and state the name of your organizations President and Treasurer.**
- 2. Obtain a copy of the minutes from the organization meeting in which officers were elected. These minutes should contain the election information of all officers that are authorized to access the account. These minutes need to be signed by an officer of the organization.**
- 3. Obtain a federal tax identification number (TIN) from the Internal Revenue Service. The SS-9 form to apply for a TIN can be obtained online at (<http://www.irs.gov/>) or by calling 1-800-829-4933 and selecting option 1.**
- 4. Once all documents have been collected, all account signers must visit a USF Federal Credit Union branch with their driver's license or state issued identification card AND their USF ID.**
- 5. All signers must sign the membership application.**
 - a. In the event that all signers cannot be present, those not present must have their signature notarized AND send a photocopy of their driver's license or state issued identification card AND their USF ID.**

USF FEDERAL CREDIT UNION STUDENT ORGANIZATION ACCOUNT INFORMATION:

- **Minimum deposit to open a savings account - \$5.00**
- **Minimum deposit to open a checking account - \$25.00**
- **All withdraws and checks require only one signature**
- **2 signature withdrawals and checks are not available**
- **No ATM/Visa check cards are issued for organization accounts**
- **No credit cards are issued for organization accounts**
- **Organization accounts may have Cyberteller access**
- **There is no Cyberpay access for organization accounts**
- **Checks deposited MUST be made payable to the organization ONLY**