

Club Account & EIN Number Set-up

How to set-up an off-campus account?

A sport club has the option of opening up an account at an off-campus bank or credit union. A bank account gives the student organization the option to write checks and have instant access to account funds. A sport club will need to visit a bank in person and speak with a relationship banker. Most currently active clubs have an account set-up with Wells Fargo. The local Wells Fargo address is 2 Peachtree St NW Atlanta, GA 30303. The contact at this branch is 404-865-4002.

Before visiting the bank, the club will need to establish an EIN number and obtain an official letter on letterhead. Most banks will require the club to have a letter on letterhead confirming the club is a recognized University organization. Plan to notify the Assistant Director at least one business day in advance of setting up the account to obtain this letter. The EIN number serves as the Tax ID number for the club's off-campus account. The Georgia State University Tax ID number is NOT allowed to be used as the number for the club. Once an account and EIN number are set-up then it is strongly recommended for the club to submit the University Direct Deposit form to the Assistant Director. This form can be found by going to the Sport Clubs webpage: <https://recreation.gsu.edu/sport-clubs/resources/>. By completing the University Direct Deposit form it will allow for all club reimbursements to be directly deposited into the club's off campus account.

PLEASE NOTE: Sport Clubs are considered nonprofit associations. When setting up an off-campus business account please establish it as a non-profit organization. Listed below is the information on EIN # and how to obtain one for the account set-up.

Federal Employer Identification Number (EIN)

An Employer Identification Number (EIN) is a nine-digit number that IRS assigns in the following format: 00-0000000. The IRS uses the number to identify taxpayers who are required to file various business tax returns. Employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities, use EINs.

How to apply for an EIN?

On-line: Go to the website (irs.gov) do a search for "apply EIN online". Follow the directions outlined on the website to apply on-line for an EIN.

Telephone: Go to the website (irs.gov) do a search for "Form SS-4". Print and complete the form (Form SS-4), then call 800.829.4933. They will walk through the remaining steps in the process.

Mail: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then mail to EIN Operation, Philadelphia, PA 19255. The IRS will send your EIN via mail within four weeks.

Fax: Go to the website (irs.gov) do a search for “Form SS-4”. Print and complete the form (Form SS-4), then fax it to the EIN Operation (Fax Number: 215.516.3990). IRS will respond with EIN within five days.

How to Complete Form SS-4, Application for EIN

The following is what a normal non-profit student organization would need to complete on the form. The other sections are not needed to complete.

- Line 1 Enter the name of the organization
- Line 2 Enter the name of the organization only if different from line 1.
- Line 3 N/A, if for banking purposes only
- Line 4a/b Enter your mailing address (Department of Recreational Services, PO Box 3975, Atlanta GA 30302)
- Line 5a/b Enter only if different than mailing address
- Line 6 Fulton County, Georgia
- Line 7a/b Most student organizations mark N/A
- Line 8a Most student organizations mark No
- Line 9a Other nonprofit organization, specify “Student Organization”
- Line 9b N/A
- Line 10 Check one box. Most student organizations mark “banking purpose” and specify “Open Account”
- Line 11-17 N/A
- Line 18 Check “Yes” if you previously applied for an EIN. Otherwise, check “No”.