

SJSU STUDENT ORGANIZATIONS AND CLUBS REQUESTS FOR TOWER TAX ID OR FORM W-9

Are you requesting the tax ID for a fundraising activity?

If the answer is “no”, you do not need the Tower tax ID. You can deposit the check(s) for your student organization directly into your account at Associated Students or Student Union. You do not need to come to Tower Foundation.

If the answer is “yes” to the above question:

Are you requesting the tax ID for an individual donor or company?

If the answer is “individual donor” or “company”, you do not need Tower’s tax ID. We will send an official receipt for tax deduction purposes directly to them. Our official receipt contains our tax ID. Your donors can use our receipt for preparing their tax returns. You just need to deposit the check(s) with Tower Foundation by completing the Donation Deposit Form. You can request for this form from our Front Desk or find it on our website at <http://www.sjsu.edu/towerfoundation/docs/donation-deposit-fillable.pdf> . A sample of the Donation Deposit Form and how to complete the form is also on our website under Forms. **Two weeks** after we have received the donation check(s), we would cut a check back to your student organization account at Associated Students or Student Union. Please note, WE ARE NOT ABLE TO ACCEPT “URGENT” CHECK REQUESTS.

The company I approached for donation is *requesting* our tax ID. What should I do?

You are not required to provide a tax ID when you approach companies for donations. However, if the companies **requested** the tax ID, then please email Christina.tan-aoyagi@sjsu.edu with **the name of the person, the company name, work phone number and email address**. We will do a verification with the company. Once the verification is done, we will email our tax ID (also known as Form W-9) directly to the contact person. We will notify you via email once this is done.