



FOR STUDENT WHO REQUESTS FOR TOWER TAX ID OR FORM W-9

Are you requesting the tax ID for fundraising activity?

If the answer is “no”, you do not need 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 individual donor or company?

If the answer is “individual donor” or “company”, you do not need Tower tax ID. We will send our official tax-deductible receipt to them. Our tax-deductible receipt contains our tax ID. Your donors can use our tax-deductible receipt for their tax returns purpose. 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> . See a sample of the Donation Deposit Form and how to complete the form. **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 REQUEST.

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

You are not required to provide tax ID when you approach companies for donation. However, if the companies **requested** for the tax ID, then please email Christina.Tan-Aoyagi@sjsu.edu with the **person’s name at the company, work phone number and email address**. Please send your email *at least five (5) business days prior to your fundraising event*. 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.

