



**USE OF LSU TAX IDENTIFICATION NUMBER,
AGENCY ACCOUNTS AND EXTERNAL BANK ACCOUNTS**

Scope: All campuses served by Louisiana State University (LSU) Office of Accounting Services

Effective: March 1, 2017

I. Purpose

- A. To provide guidelines for the use of the LSU tax identification number.
- B. To provide guidelines for the use of an agency account.
- C. To provide guidelines for the use of external bank accounts.

II. Goals & Objectives

- A. Define the use of the LSU tax identification number.
- B. Define the oversight exercised to ensure the safeguard of University funds/deposits.
- C. Define an agency relationship and the use of an agency/clearing worktag.
- D. Define the use of an external bank account by a student professional or academic club or association.

III. LSU Tax Identification Number

- A. The LSU Tax Identification number is specific to LSU and is the identifying element used to report employee and supplier tax information to the Internal Revenue Service and the Social Security Administration.

The University strictly prohibits the use of LSU's name or tax identification number by any person or organization in any bank account except as specifically authorized by the Vice President for Finance and Administration and CFO (CFO). Banks are periodically surveyed to identify any accounts utilizing the University's name or identification number. These accounts are independently reviewed for proper authorization.

IV. University funds must be deposited into a University bank account

- A. Only the CFO or his designee is authorized to establish and maintain University bank accounts. Requests for bank accounts or other banking services must be submitted to the Office of Accounting Services for review and recommendation to the CFO.

- C. A bank signature card is a form used to authenticate signatures for certain transactions. Bank signature cards for University bank accounts shall be provided to the CFO or his designee and any changes to the signature card shall be communicated to the CFO or his designee.

- D. A person's signature on certification of claims may be affixed by stamp or other mechanical device as long as the instrument used is in his or her general possession and control, is applied by himself or herself or by another with his or her authority, and is intended by him or her to constitute his or her signature.

V. Use of an Agency Account (Form AS502)

Purpose

The agency relationship is maintained for organizations which make use of University services but are not sponsored by, or closely associated with, the University mission. True agency accounts are limited in number since they stand alone as entities separate from the University.

Agency accounts are for groups or organizations which hold activities on the campus, or have an officer who is an employee of the University who is authorized to acquire goods or services through the University on behalf of the organization

Tax Identification Number

Organizations requesting a LSU Agency Account must first apply for a tax identification number by completing Form SS-4 through the Internal Revenue Service. Organizations may apply online at www.irs.gov.

Revenue Sources

In order to keep the integrity of the organization separate from the University, no revenues can come from University funds. All sources of revenue are from membership fees, registrations, dues, donations, or earnings of the organization.

Expenditures

The university accounting system may be used for internal transactions for catering, housing, meeting room rental, supplies, and the like. The university purchasing system may be used for off-campus supplier payments as well.

Setup