



account

If the answer is "yes" to the above question, you can deposit the check(s) for your student organization at Associated Students or Student Union. You do not need to come to Tower Foundation.

If the answer is "yes" to the above question:

If the answer is "individual donor" or "company", you do not need to fill out a 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. 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.

requesting

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 with the

. 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.

