**Opening an account for a Student Organization?**

**Formal Association/Organization**

- Certificate of Filing is obtained through the Montana Secretary of State’s Office
- Articles of Org/Inc may be obtained through the Montana Secretary of State’s Office
- Has documentation showing formal structure
- Account signers are not personally responsible

**Required:**

* Certificate of Filing
* Articles of Organization/Incorporation (depending on the type of business)
* Tax ID Number or Entity Identification Number through the IRS (SS-4 Form)
* Registration Letter from the MSU Office of Student Engagement
* A faculty or staff member listed as an advisor
* Completed Personal Information Worksheet for each signer
* Two forms of ID for each signer
* Minutes from the most recent meeting stating who the current signers are and their role
* An initial deposit of $100

**Informal Association/Organization**

- Not a Legal Entity
- An Association/Organization without formal legal documents
- Typically formed with a common interest in a social cause
- At least one signer is a responsible party and recognized as an account owner/signer

**Required:**

* Tax ID Number or Entity Identification Number through the IRS (SS-4 Form)
* Registration Letter from the MSU Office of Student Engagement
* A faculty or staff member listed as an advisor (typically the account owner/signer)
* Completed Personal Information Worksheet for each signer
* Two forms of ID for each signer
* Minutes from the most recent meeting stating who the current signers are.
* An initial deposit of $100

**Resources:**

Montana Secretary of State
http://sos.mt.gov/business/index
- Start a Business
- Create a Login
- Register the type of business that applies

www.irs.gov