

STUDENT ORGANIZATION BANK ACCOUNT

In order to request and receive funding, your student organization MUST first have a bank account. Reimbursement checks WILL NOT be made out to individuals, only to the organization name. We do not endorse any one financial institution, however, these two banks are either on the MSU campus or nearby. Feel free to explore other options on your own.

First Interstate Bank : 268 SUB, 406-586-0757

What is required to open an account for a Student Organization with First Interstate?

- MSU Office of Activities and Engagement Recognition letter
- Tax Identification Number/Entity Identification Number(EIN)-obtained from the IRS
- **Two** organization representatives must be signers, **one of whom MUST be an advisor.**
- Minutes from a recent meeting stating who the current officers are, that a bank account at First Interstate will be opened, and who the authorized signers on the account will be
- All signers information is required before the account can be opened
 - Name, date of birth, social security number, physical address, and 2 forms of identification
- Initial deposit of **\$100.00**
- Please allow at least 30-45 minutes for the account opening process

First Security Bank: 670 S. 19th Ave., 406-585-3900

What is required to open an account for a Student Organization with First Security?

- Tax Identification Number/Entity Identification Number (EIN)-obtained from the IRS
 - 1-800-829-4933 or www.irs.gov (SS-4 form required)
- Minutes from a recent meeting stating a bank account at First Security will be opened, and identifying who the authorized signer(s) on the account will be.
- Only need one authorized signer, who can be a student. Signers information is required before the account can be opened:
 - Name, date of birth, social security number, physical address, and photo ID
- Initial deposit of **\$100.00**
- Please allow at least 30-45 minutes for the account opening process

To access a lost EIN: <http://www.irs.gov/businesses/small/article/0,,id=155444,00.html>