

Turn Completed Form in to Ackerman Union A262G (Check in at the Information Window)

## ASUCLA TAX ID LETTER & W-9 REQUEST

For the use of USAC Offices and Commissions who are soliciting or have received donations from Vendors or Individual Persons in order to provide the donor with proof of ASUCLA's non-profit status.

USAC Group

For Office Use Only

Verified Database on:

Student contact

Telephone #:

E-mail Address:

Name of vendor

Vendor contact person

Vendor address

Name of event for which donation is being made

Description of Event:

Date of Event:

I am requesting a... (check all that apply)  GENERIC LETTER  NON-GENERIC LETTER  W-9 Form

**Generic Letter: A donation HAS NOT been made or agreed upon & tax ID number WILL NOT be provided;  
generic letter that proves non-profit status to company**

**Non-Generic Letter: A donation HAS been made or agreed upon & tax ID number WILL be provided**

If a donation has been made, list items or amount of money donated (please be as descriptive as possible):

**\*\*Please note: Checks must be made out to "ASUCLA-USA." Indicate your organization's name on the check. Turn in check to Student Government Accounting (SGA): 308 Westwood Plaza, Kerckhoff 332, Los Angeles, CA 90024**

Letter to be:  Mailed to Vendor  Picked Up

I hereby acknowledge that I will not use the ASUCLA Tax ID number for unauthorized purposes.

The ASUCLA Tax ID number cannot be used in connection with off-campus or credit union accounts.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

For Office Use Only

Approved

\_\_\_\_\_

Declined

\_\_\_\_\_

Upon Confirm

\_\_\_\_\_

Notes