

# ASA AGENCY ACCOUNT AGREEMENT

## PURPOSE

Auxiliary Services Association at Stony Brook University, Inc., (“ASA”) a non-profit (501-C-3) Corporation, has been designated as the Campus-related organization authorized to administer Agency accounts on the Stony Brook University campus and, as fiscal agent, to receive, hold, and disburse funds on behalf of student clubs and organizations, recognized by the Student Engagement & Activities department and funded by the ASA. ASA has a fiduciary responsibility to ensure the funds are maintained and used in accordance with the approved purpose and in accordance with SUNY Policy Agency Account Guidelines 7200 and 7201.

Agency funds are not funds of ASA. Rather, they are non-state accounts funded by various authorized sources as outlined in SUNY Policy 7200 and 7201 “Agency Account Guidelines”.

ASA acts in a fiduciary capacity only in regards to its duties as custodial agent of funds; ASA assumes no liability for depositor’s actions.

## AGREEMENT

Club Name: \_\_\_\_\_

In consideration thereof, \_\_\_\_\_ (Club President), hereinafter referred to as the “Account Owner”, requests and authorizes ASA to act as its fiscal agent for the receipt, custody and disbursements of funds. **ASA’s Liability is limited specifically to its actions as fiduciary agent.**

As the designated agent, ASA will endeavor to maintain accounts consistent with the purposes and within the scope and authorizations set forth by the depositor. **ASA reserves the right to refuse to pay out any funds, which, in its own recognition, are unauthorized or improper according to SUNY Policy guidelines.** However, ASA will not be liable for any funds used by the depositors, or signatories which may be unauthorized or improper, provided the appropriate signatories have executed the withdrawal order.

### As designated agent, ASA will:

1. Accept deposits, including cash and checks, in accordance with policies.
2. Provide a check disbursement and payment voucher system in accordance with policies.
3. Audit deposits and disbursement for accuracy and correctness.
4. Maintain files for history and audit.
5. Process deposits and payments within 7-10 business days upon receiving appropriate documentation.
6. Provide the Account Owner with a monthly statement of account activities, when requested.
7. Maintain a set of Policies and Procedures on the ASA Financial Bylaws that governs the use and administration of ASA Agency Accounts that is in accordance and consistent with SUNY guidelines.

## NOTES

ASA cannot accept nor makes expenses on the following (please refer to Agency Account Guidelines [7200](#) and [7201](#)):

1. Monies belonging to the State (the State has an ownership and equitable title in the funds) either as general revenues or as revenues accountable through an Income Fund Reimbursable (IFR) account, nor should such monies be utilized for the purposes of the corporation.
2. Grants related to sponsored research. Grants of this nature should be submitted to the Research Foundation of the State University of New York.
3. Gifts, endowments, scholarships, or loan support for students or for academic purposes should be administered through the College Foundation.
4. Intercollegiate Athletics, Instruction, Certificate and Continuing Education Programs, Program Funds, Course related Consumable supplies, personal service payments to University Employees, Utilities and Rental Charges, Sports Camps and Clinics, Service Centers.

### Responsibilities of the Account Owner:

1. Maintain recognition by the Department of Student Engagement & Activities.
2. Maintain up-to-date authorized signatories for account.
3. Update Agency Account application if there is a change to the Agency Account purpose.
4. Follow established procedures for depositing funds into the Agency Account.
5. Follow established procedures for submitting check requests, including the appropriate signatures required.
6. Reconcile monthly account activity reports received from ASA and communicate any discrepancies to ASA so that they may be resolved in a timely manner.

## FEES

It is ASA policy to charge a fee—currently set at 0%—on all deposits and to retain any interest earned on Agency funds. These policies are subject to periodic review and may change at the discretion of the ASA Executive Council.

Applicants should note that administering proper fiscal procedures involves overhead costs, which are reflected in the fees applied to the account. In addition, online deposits will incur a fee of 2.90% + \$0.30 per transaction.

In accordance with campus policy, Agency funds inactive for two consecutive years will be transferred to a SUNY income fund at the end of ASA's fiscal year, June 30.

## AUTHORIZED SIGNATURES

All deposits into the agency account will require the completion of an agency account deposit form and must be signed by authorized signatories on the account.

All disbursements from the agency account will require completion of a check request form and will require the dual signatures of authorized account signatories. Check requests submitted for expense reimbursements to an authorized signatory on the account that are in excess of \$2,500, must also be signed by the designated Student Affairs representative of record.

# PROCEDURE FOR ANNUAL REVIEW OF FISCAL AGENT AGREEMENT

This agreement will remain in effect for the period of time that the account remains active. Should a replacement application be submitted due to a change in the purpose of the account, this agreement will be considered null and void.

If there is a two-year successive period of inactivity, the account will be automatically closed and the remaining balance will be disbursed to the University Accounting Office to be deposited in an IFR account.

The Account Owner agrees to hold the ASA harmless from any and all actions against it resulting from actions of the depositor.

By virtue of signing below, the Account Owner acknowledges that they have read and accepted their responsibilities under this agreement.

## Account Owner (Club President)

Print Name

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Sign Name

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Date

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# ASA AGENCY ACCOUNT APPLICATION

Please complete the application below in its entirety. If you require assistance, please contact the ASA office at 631-632-6435.

Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Name of Club/Organization: \_\_\_\_\_

Account Owner: \_\_\_\_\_

Club E-Mail Address: \_\_\_\_\_

## ARE YOU AN ORGANIZED CLUB?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

## ARE YOU SUPPORTED BY A DEPARTMENT?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

## PURPOSE OF ACCOUNT

*Describe why the account is needed*

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## ANTICIPATED SOURCES OF FUNDS

*Describe the types of deposits that will fund the account, as only those sources listed here will be accepted for deposit.*

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## ALLOWABLE TYPES OF EXPENDITURES

*Describe the disbursements that will be made out of this account. Please be specific, as only those types of disbursements listed here will be authorized for payment*

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# AUTHORIZED SIGNATURES

All disbursements from an agency account require dual signatures. Dual signatures must include an authorized account owner and an additional signatory. Check requests submitted via Agency Payment Voucher for expense reimbursements to an authorized signatory on the account that are in excess of \$2,500, must also be signed by the Student Affairs Representative

*All three signatures below are required for Agency Account Applications to be approved.*

Account Owner (Club President):

Name		Title:
Address:		
Phone:		Fax:
E-Mail:		
Signature:		

Additional Signatory #1 (Club Vice President):

Name		Title:
Address:		
Phone:		Fax:
E-Mail:		
Signature:		

Additional Signatory #2 (Club Treasurer):

Name		Title:
Address:		
Phone:		Fax:
E-Mail:		
Signature:		

**This application must be re-submitted in its entirety if changes in any of the following occur:**

- Purpose of the account
- Significant changes in the source and use of funds identified in the application.
- **Authorized Signature Page only** – Submit the linked page if authorized signers on the account including change in account Owner or the Additional Signatories, or Student Affairs Representative of record.

## **NEXT STEPS**

Submit the original, completed packet to the ASA [[usg\\_agencyaccounts@stonybrook.edu](mailto:usg_agencyaccounts@stonybrook.edu)] for approval. Upon approval, the documents will be routed to the office of the University Controller and ASA Controller for final approval. Once approved, the Account Owner will receive a copy of the completed application and will be assigned an account number.

*Approved as consistent with policies of Stony Brook University*

\_\_\_\_\_  
Signature, Asst. Vice President of Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, University Controller

\_\_\_\_\_  
Date

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**ASA Accounting office use only:**

Account. Number: \_\_\_\_\_

Date application received: \_\_\_\_\_

If application approved, date account opened: \_\_\_\_\_

If application rejected, date and reason why: \_\_\_\_\_

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# AGENCY PAYMENT VOUCHER

Date: \_\_\_\_\_

**Payable To:**

Name:	_____
Address:	_____
Internal Zip:	_____
Phone:	_____
E-Mail:	_____
Contact Name:	_____

**NOTE: All information must be filled out and all original backup paperwork must be provided in order to process any payment including any/all receipt for goods or services.**

INVOICE	DATE	DESCRIPTION	TOTAL

Mail Check \_\_\_\_\_ Check to be picked up: \_\_\_\_\_

Pick Up contact name & number: \_\_\_\_\_

Agency Department Code: \_\_\_\_\_

Agency Department Name: \_\_\_\_\_

Account Owner: Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(President)

Print name: \_\_\_\_\_

2<sup>nd</sup> Approver: Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(VP or Treasurer)

Print name: \_\_\_\_\_

**If over \$2,500.00:**

Student Affairs Rep: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**NOTE: All information must be filled out and all original backup paperwork must be provided in order to process any payment including any/all receipt for goods or services. Please email completed form along with all documents to [usg\\_agencyaccounts@stonybrook.edu](mailto:usg_agencyaccounts@stonybrook.edu)**



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	Requester's name and address (optional)
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
-				-					

**or**

<b>Employer identification number</b>									
-				-					

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# AGENCY ACCOUNT DEPOSITS

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Person Delivering Funds: \_\_\_\_\_

Description of Funds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Amounts by Money:	Checks	\$ _____
	Cash	\$ _____
	Coin	\$ _____
	Total Deposit	\$ _____

Authorized by:

Counted by:

\_\_\_\_\_  
Account Owner

\_\_\_\_\_  
Agency Accounts Representative

When depositing checks, please attach an itemized list of all the checks, including a tape of all checks.  
The reverse side of all checks should reference your six-digit account number.

**Stony Brook University • Shop Red West (Melville Library, Lower Level) • Stony Brook, NY • 11794**  
**(P) 631.632.6435 • usg\_agencyaccounts@stonybrook.edu • stonybrook.edu/commcms/aux/agency**



<p style="text-align: center;"><b>DEPOSIT SLIP</b> <b>ASA- AGENCY ACCOUNT</b></p> <p style="text-align: center;">ACCT # _____</p> <p>Date: _____</p>	<p style="text-align: center;"><b>DEPOSIT SLIP</b> <b>ASA - AGENCY ACCOUNT</b></p> <p style="text-align: center;">ACCT # _____</p> <p>Date: _____</p>	<p style="text-align: center;"><b>DEPOSIT SLIP</b> <b>ASA - AGENCY ACCOUNT</b></p> <p style="text-align: center;">ACCT # _____</p> <p>Date: _____</p>
<p>Cash \$ _____.</p>	<p>Cash \$ _____.</p>	<p>Cash \$ _____.</p>
<p>Coin \$ _____.</p>	<p>Coin \$ _____.</p>	<p>Coin \$ _____.</p>
<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>
<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>
<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>
<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>	<p>Check # _____ \$ _____.</p>
<p>Grand Total \$ _____.</p>	<p>Grand Total \$ _____.</p>	<p>Grand Total \$ _____.</p>

