



Creating a Student Organization Bank Account

1. **Obtain a P.O. Box using any postal service or Southeastern Document Source**
 - The Southeastern Document Source rents P.O. boxes (campus rental box) to students for \$16.00 a semester. If you are interested in renting a MailBox stop by Document Source located in the Student Union, Room 1401 or visit their [website](#).
 - The [Hammond Post Office](#) and [The UPS Store](#) in Hammond also offer P.O. Boxes for rent.
2. **Obtain an Employer Identification Number (E.I.N.)**
 - The E.I.N. is needed to open a bank account for your organization.
 - You can find the steps to obtaining an E.I.N. for student organizations [here](#).

***Once you receive confirmation, please save your confirmation page.
3. **Register your organization name with the Secretary of State (S.O.S.)**
 - Visit sos.la.gov website to register your organization's name
 - Create a geauxBIZ account
 - Click the Get Started Button to "Reserve a new business name"
4. **Open an account at your local bank**
 - Find a local bank that will **not** charge a fee or has a low charge to open your account
 - When you go, make you have your P.O. Box information and your E.I.N. number to open your account. The name you apply under should be the **exact same** as used in Step 3.

Bank Account Resources

1. [Business Account Opening Information](#) (Chase Bank)
2. [Regions Next Step Financial Education](#)
3. [Worksheet for Creating a Personal Spending Plan](#)
4. [Digital Banking Checklist](#)
5. [Budget Calculator](#)