Part I: External Organization Information

External Organization Name ________________________________________________

Street Address __________________________________________________________

City __________________________ State ________ Zip Code ________________

Phone ________________________ E-mail ________________________________

Is the external organization a student organization?  ☐ Yes  ☐ No

Does the external organization have a federal ID number?  ☐ Yes  ☐ No If yes, please complete the following two questions below.

What is the external organization's federal ID number? ________________________

Has your external organization been recognized by the IRS as a 501(c)(3) organization?  ☐ Yes  ☐ No

Part II: Attestation

Whereas the above-named external organization (EO) not owned or controlled by Cornell wishes to establish an EO account at Cornell University; and

Whereas, the establishment of this account will serve to enhance the learning experience or promote research activities at Cornell;

The parties agree as follows:

1. Funds from the EO account can only be used to benefit Cornell students, or, the educational experience at Cornell University.

2. The money in the account will remain EO money, which the University is entrusted to distribute only upon receiving proper documentation necessary to release funds. Examples of documentation may be a receipt showing expenses incurred or a letter from the EO to the University outlining how the funds will be spent and explaining why a receipt is not possible.

3. The EO is solely responsible for all aspects of any transactions, which may be paid out of the EO account. This includes, but is not limited to, taxes, compliance with all laws, and the terms and conditions of any purchase or the engagement of any vendor for any service provided to the EO. The EO is responsible for its own risks associated with the transactions and for carrying its own insurance.

4. Cornell's sole responsibility is to provide custodial and dispersing services. If the EO requests Cornell to make direct payments from the account to anyone other than the EO, the EO is responsible for providing to Cornell all information needed for withholding and/or reporting purposes.

5. The EO may not incur a deficit in its EO account. There can be no deficit spending in anticipation of funds.

6. The EO will identify the individual(s) having authority to act on its behalf with respect to the account and keep such list of authorized persons current at all times.

7. In exchange for the provision of this account and services related thereto at no charge to the EO, the EO agrees to release and to hold the University harmless from any and all liability, claims, taxes, employment claims, demands, fines, penalties, loss of funds, or costs of any nature associated with EO activities or the use of funds from the account by the EO.

External Organization Authorization

Date ________________________

External Organization Authorized Representative Signature

Representative Name __________________________ Representative Title __________________________