

**STUDENT ORGANIZATION TASK NUMBER CREATION FORM**

**Organization/Entity Information:**

Name of Organization \_\_\_\_\_

Campus Mailing Address (President or Treasurer): \_\_\_\_\_

Organization Telephone Number (President or Treasurer): \_\_\_\_\_

Organization Email (President or Treasurer): \_\_\_\_\_

Sponsoring Department/College/Division: \_\_\_\_\_

Is the Organization associated with or a chapter of a National Organization: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes – • Does the Organization intend to use the National Organization's EIN number (tax I.D.#) Yes \_\_\_\_\_ No \_\_\_\_\_  
Not Sure \_\_\_\_\_

• Does the Vanderbilt Organization have its own EIN number (tax I.D. #) or not-for-profit status  
outside of the university? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Sure \_\_\_\_\_

**Task Number Set Up Information:**

\_\_\_\_\_  
Task Responsible Person (Adviser) Business/Campus Telephone Number

\_\_\_\_\_  
Campus Mailing Address (Adviser) E-mail Address

**Reason for Task Number Request:**

X To conduct organization business: \_\_\_\_\_

\_\_\_\_\_  
Send to Person (Adviser or Designee) Campus Mailing Address

**Signature:**

\_\_\_\_\_  
Task Responsible Person (Adviser)

**TO BE COMPLETED BY STUDENT ORG OFFICE AFTER SUBMISSION Is the Organization Registered?**

Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Director, Student Orgs & Governance

\_\_\_\_\_  
DOS Financial Task Approval Student Org ID Number

DOS Accounting: Structure 1 Sumto: \_\_\_\_\_ Structure 5 Sumto: \_\_\_\_\_