



**Agency Account Agreement Form**

Agency funds are used to account for resources held by the University as custodian or fiscal agent for individual students, faculty staff members, or other organizations.

The University of Georgia agrees to serve as a fiscal agent for \_\_\_\_\_ whose purpose is related to activities dedicated to the achievement of educational, research, and public service goals. The agency account must be in the best interests of the University, and must be appropriate, according to the circumstances and reporting principles involved.

**Terms and Conditions**

- Business reason for the agency account or reason why the organization does not open its own bank account \_\_\_\_\_
- Nature of the activity that will be processed through the account (dues, fundraisers, etc.). \_\_\_\_\_
- Legal/corporate status of the organization (501(c)3, corporation, etc.). \_\_\_\_\_
- Federal tax ID number for the organization (if applicable). \_\_\_\_\_
- Name of any other organization on whose behalf the organization is functioning as an agent or intermediary (if applicable). \_\_\_\_\_
- Affiliation with the University of Georgia. \_\_\_\_\_
- Person or persons authorization on whose behalf the organization is functioning as an agent or intermediary (if applicable). \_\_\_\_\_
- Term of the agency agreement. \_\_\_\_\_
- Disposition of any remaining funds at the end of the agreement. \_\_\_\_\_

This agreement certifies that account activity is related to but not fundamental to the University's primary mission and will also ensure the University's relationship with the organization or third party is that of custodian or fiscal agent.

By signing below, the organization or third party agrees to ensure activity in agency accounts is in adherence to University policies and procedures.

\_\_\_\_\_  
 University Department

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

\_\_\_\_\_  
 Organization or Third Party

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