

## **Remote Deposit Website Instructions:**

• Use this deposit method to make a non-tax-deductible deposit to your student group <u>cash index</u> via credit card, debit card, or electronic check. Please use the this <u>https://commerce.cashnet.com/SFCSA</u>

• Your student group will be categorized by the CSI leadership category listed on your engage profile

	browse catalog	basket		
Northeastern University Student Activities Business Office & Club Sports Payment Site				
This platform may NOT be used for event ticket sales or for tax deductible gifts. To make a tax deductible gift, please visit the University Advancement site <u>https://g</u>	iving.northeastern.edu.			
For ticketing, please contact your CSI program manager.				
HOME » STUDENT GROUPS				
Select the appropriate fee link below.				
Academic Enrichment				
Advocacy & Global Impact				
Competition & Skill Based				
Creative & Visual Arts	-			
Experiential & Professional				
Fraternities				
Graduate				
International & Cultural	-			
Leadership & Governing				
Northeastern Community Connection				
Outdoor Adventure & Wellness				
		-		

• After you have selected your category you can use the search feature on your computer or mobile device to find your student group

- You will have the 3 options listed below to make deposits
  - **Dues** membership dues
  - Fundraisers (non-tax deductible) CSI approved non tax-deductible fundraisers
  - **Programs/events** General club deposits for club programs/events Select the appropriate fee link below.

AerospaceNU Dues	View Details
AerospaceNU Fundraising	View Details
AerospaceNU Programs/Events	View Details

- Enter amount of deposit then follow the prompts to enter contact and payment information to make deposit via credit card, debit card, or electronic check
- A payment receipt will be sent to the email provided.
- Please be sure to enter your email correctly and a reason for the deposit
- The deposit will post to the student group cash index the next business day.

## Wire/ACH Transfer Instructions:

Follow these steps if an external organization would like to make a remote deposit to your student organization via a bank wire or ACH transfer. This option can only be used by an external organization to pay products or services provided by a student group. Non-tax-deductible sponsorship payments to student groups will also be accepted.

 Student groups should contact Sabo434@northeastern.edu with the following information to request the University's wire and ACH information.

- Name of the company that wants to transfer money to your student group
- Vendor Contact information
- Amount of the transfer
- Reason for the transfer
- The external organization will use the University's wire/ACH instructions to wire the money to Northeastern University.
- The external organization will send the wire/ACH receipt to Sabo434@northeastern.edu so SABO can confirm receipt.
- The funds will be transferred to your student group <u>cash index</u> within 2-5 business days.

## **Tax Deductible Donations**

Tax deductible donations can be made directly to a student group's <u>cash index</u> by visiting https://giving.northeastern.edu/explore-funds/

- Type in the student group cash index number or name in the search field.
- Select the group that will be receiving the donation.
- Follow the prompts to enter payment information to make the donation.

<ul> <li>A Tax receipt and payment confirmation will be sent to the donor.</li> </ul>					
Northeastern Giving	EXPLORE FUNDS YOUR IMPACT DONG	OR OFFERINGS WAYS TO GIVE			
Explore Funds					
Home » Explore Funds			-		
Sort by college or unit:	Search funds:				
All	Search		Q		
Fund Number: 360049 Name: D'Amore-McKim School of Business) Co-op Fund /U COUNTRY EXPERIENCE	Fund Number: 830289 Name: Club - Pre-Dental Association D I A T T A O L.	Fund Number: 830414 Name: Club - Graduate Women in and Engineering			