USCAA Sanctioned Organization Checking & Savings Account Guidelines

The following guidelines must be strictly observed to establish and maintain a share draft/checking and prime share/savings account with the USC Credit Union.

1. The USCAA Sanctioned Organization must be chartered or sanctioned by the Office of USC Alumni Relations, which is also referred to as the USC Alumni Association, or the acronym “USCAA”. As proof of recognition, the Sanctioned Organization must present an official signed letter of recognition from USC Alumni Relations to the USC Credit Union.

2. All Sanctioned Organizations must have permission from USC Alumni Relations in order to open a share/draft checking and prime share/savings account. The Credit Union will open both a checking and savings account. If the Sanctioned Organization desires, only a savings account will be opened, but a savings account is required if a checking account is opened.

3. The Sanctioned Organization must obey all USC Credit Union policies. Please see the USC Credit Union’s website for more details: www.USCCreditUnion.org

4. With permission from the Office of USC Alumni Relations, Sanctioned Organizations may use the words “University of Southern California” or the abbreviation “USC” in the name appearing on their account and checks.

5. To establish/maintain an account, Sanctioned Organizations will need to obtain and complete a USCAA Sanctioned Organization New Account Packet provided by the USC Credit Union. This packet includes:
   a. USCAA Sanctioned Organization account application
   b. A signature card with at least two signers who are USC Alumni/ae
      i. Please include your USC Alumni Membership card number on the application if you graduated from USC
   c. Tax Identification Instructions & SS-4 form (Used only if USC’s Federal Tax ID Number is not being used)
   d. Sanctioned Organization Checklist

6. Two forms of state or government issued identification are required for each account signer, one of which must be a photo ID, and the other which must be a Social Security card. Examples of acceptable photo ID include passports and driver’s licenses.

7. Obtain Tax Identification Number. The University Tax ID Number may only be used when it is authorized to be used by the Office of USC Alumni Relations and subsequently approved in writing by USC Treasury Services.

8. Staff from the Office of USC Alumni Relations with a title of Associate Director or above may review any Sanctioned Organization’s account and account history upon request to the USC Credit Union.

9. The Cardinal Checking and Savings Accounts (Share Draft and Prime Share) are the only accounts Sanctioned Organizations are permitted to use. Carefully read all the materials provided by the USC Credit Union, as the Sanctioned Organization is responsible for any account fees incurred.

10. Debit cards will be issued upon request, with approval from USC Alumni Relations, for any Sanctioned Organization’s checking account. The daily withdrawal limit is $300.

11. Interaction with the USC Credit Union is quite simple, even from afar. Members may access their accounts online to consult balances and for online bill pay features 24-hours a day utilizing the Credit Union’s online banking website: http://www.usccreditunion.org/. Members may also call the USC Credit Union directly for assistance at (800) 670-5860 or (213) 821-7100, Monday through Friday, from 9 a.m. to 5 p.m., Pacific Time. E-mail inquiries may be directed to: USCCU@USCCreditUnion.org

12. The USC Credit Union belongs to a nationwide network of Credit Unions that enables their members to perform a majority of their banking transactions at a local Credit Union branch, or at a local Credit Union’s ATM in their home city and state free of charge, just as if they were at the USC Credit Union. Examples of such transactions would be to deposit or withdraw cash, deposit checks, check account balances, etc. To find a local Credit Union in your area, go to: http://www.creditunionsonline.com/credit-union-locator.html