

ARIS Source of Funds Code Request Form

Please complete this form to request an ARIS Source of Funds (SOF) code. **ALL fields must be completed in order for your request to be processed and should be submitted to your Area Program Analyst.** If a Performing Org/Institute code is also needed, please use the POC request form.

Source of Funds Code :
(To be completed by ONP Staff)

Date of Request:

1. *Listed as a Non-profit organization by the IRS:

2. Organization's Legal Name:

3. Mailing Address:

City:

State:

Zip code:

Country:

4. Phone Number:

5. E-mail:

6. Website:

7. IPSC:

8. Source of Funds Type:

* IRS Tax Exempt website:

<https://www.irs.gov/charities-non-profits/exempt-organizations-business-master-file-extract-eo-bmf>.

Cooperators appearing on the IRS listing will not be assessed IPSC. For the purposes of establishing a SOF code in ARIS, foreign/international cooperators are considered For-Profit and Non-Exempt as they are unlikely (*with the exception of a few limited occurrences*) to appear on the IRS listing.

**** REQUESTS FOR AN IPSC EXEMPTION MUST BE DONE PRIOR TO SUBMITTING YOUR REQUEST FOR A SOF CODE.** If the cooperator should be marked as Exempt from having IPSC/overhead assessed, you **must** provide the supporting documentation (by-laws, regulations, etc) and your e-mail approval from Kendra Mariner confirming the Exemption at the time of your code request submission. This information will be uploaded in to ARIS when the SOF code is being established. **Please refer to P&P 329.5 Charging IPSC on Soft Funds for further clarification on ARS' IPSC exemption policy.**
