**Subject: Form 990 Required from Cal Poly Pomona**

Hello,

I am an elected officer for our chapter at California State Polytechnic University, Pomona (CPP). CPP requires a current, completed Form 990 (IRS Document) in order for us to request to bank off-campus. CPP has asked me to email you to request a copy of Form 990 to coincide with CSU requirements for proof of tax exempt status. Here is a blank sample: <https://www.irs.gov/pub/irs-pdf/f990.pdf>.

If the organization has 501(c)(3) tax-exempt status, but is not required to submit Form 990, please provide the organization’s Form W9.

Please reply to me by email as soon as possible with a pdf attachment of your current, completed Form 990. I will share the form with CPP’s Bronco Leadership Center.

Note: You can accommodate this request because the Form 990 is not a private document. It is open to public inspection. An exempt organization must make available for public inspection and copying its Form 990. For more information, visit the IRS webpage: <https://www.irs.gov/charities-non-profits/public-disclosure-and-availability-of-exempt-organizations-returns-and-applications-contributors-identities-not-subject-to-disclosure>.

Questions can be directed to the Bronco Leadership Center at 909-869-2841 or leadership@cpp.edu.

Thank you in advance for emailing me your Form 990

Sincerely,

Your Name  
Your Email Address

Your Phone Number