

## ARIS Source of Funds Code (SOF) Request Form

Please complete this form if you are requesting a source of funds code. Once your form has been completed, please submit this form to your Area Program Analyst. **ALL fields must be completed for your SOF code request to be processed.**

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

Date Requested:

Requesting Area:

1. Organization's Legal Name:

2. Address:

City:

State:

Zip Code:

Country:

3. Phone Number:

4. Website:

5. **\*Listed as non-profit organization by the IRS:**

6. **\*EIN #:**

7. **IPSC:**

8. **Source of Funds Type:**

9. If #8 is marked as **non-federal**, please choose a sub-type from the list:

10. Choose organization type:

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**\* 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.**

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