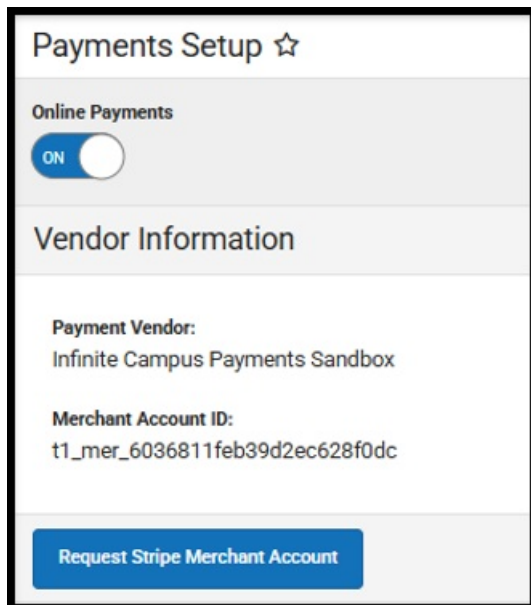# Stripe Onboarding - Private

Last Modified on 04/22/2025 8:40 am CDT

The following information is for existing Campus Payments customers **ONLY**. If you are not currently a Campus Payments customer, please contact Sales or your Client Relationship Manager. The new process to complete the transition to the new payment platform is fully completed within System Settings > Payments > Payments Setup > Vendor Information.

Request Stripe Merchant Account

Once the business type is confirmed, the appropriate Stripe account will be requested, and the "Request Stripe Merchant Account" button will appear in Vendor Information.

Complete Onboarding

Once the Stripe Merchant Account has been requested, select the "Complete Onboarding" button to start the onboarding process.

Onboarding is comprised of three sections:

- Business Type
- Business Details
- Business Representative

Business Type

This screen is used to capture information about your school district. Use the following field descriptions to complete the fields on this screen. Print the page if you want to retain a copy for your records, then click **Continue** when you are done.

#	Type	Description
1	Individual	If unsure, review this page: Required verification information | Stripe Documentation

| 2 | Company | If unsure, review this page: Required verification information | Stripe Documentation |
| 3 | Nonprofit organization | If unsure, review this page: Required verification information | Stripe Documentation |

Business Structure

For all business types other than individual, you can further classify your business by identifying it's legal (business) structure. A business structure describes the details of a business entity such as day-to-day operations, tax burdens, liability, and organizational schema.

Company

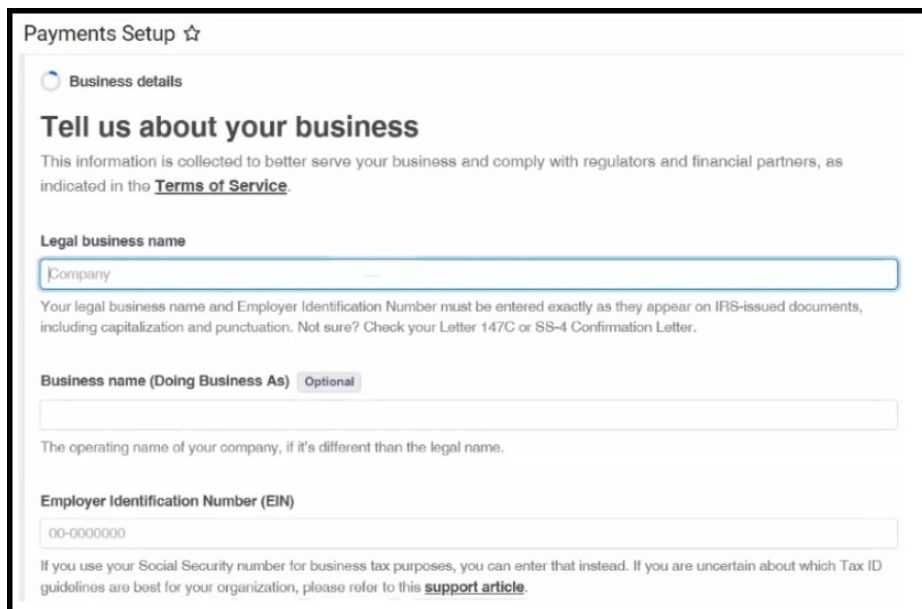| #	Type	Description
1	Multi-member LLC	A business with multiple owners or members that's registered in a US state as a Limited Liability Company (LLC).
2	Private Corporation	A business incorporated in a US state that's privately owned. It doesn't have shares that are traded on a public stock exchange. It's also called a closely-held corporation. If you're a single-member LLC that has elected to be treated as a corporation for tax purposes, use this classification.
3	Private Partnership	A business jointly owned by two or more people that's created through a partnership agreement.
4	Public Corporation	A business incorporated under the laws of a US state. Ownership shares of this corporation are traded on a public stock exchange.
5	Public Partnership	A business formed by a partnership agreement with one or more people, but has shares that are publicly traded on a stock exchange.
6	Single member LLC	A business entity registered with a US state as a limited liability company (LLC) and that has only one member or owner.
7	Sole Proprietorship	A business that isn't a separate legal entity from its individual owner.
8	Unincorporated Association	A business venture of two or more people that doesn't have a formal corporate or entity structure.

Nonprofit

#	Type	Description

1	Incorporated non-profit	An organization incorporated under the laws of a US state that has obtained tax-exempt status as a non-profit entity under either state or federal law (for example, 501(c)(3)).
2	Unincorporated non-profit	An organization that's pursuing an objective other than profits, such as a social cause, and has obtained tax-exempt status in the US under either state or federal law (for example, 501(c)(3)) but hasn't formally incorporated.

Business Details

This screen is used to capture information about your school district. Use the following field descriptions to complete the fields on this screen. Print the page if you want to retain a copy for your records, then click **Continue** when you are done.

#	Field	Description
1	Legal Business Name	This is the full legal name of he school district as registered with the IRS. Your legal business name must be entered exactly as it appears on IRS-issued documents, including capitalization and punctuation. Not sure? Check your Letter 147C or SS-4 Confirmation Letter.
2	Business Name (Doing Business As)	The operating name of your company, if it's different than the legal name (Optional)
3	Employer Identification Number (EIN)	The district's 9 digit business identification code as issued by the IRS. If If you use your Social Security number for business tax purposes, you can enter that instead. If you are uncertain about this Tax ID guidelines are best for your organization there is a link to a support article within onboarding.

4	Business Address	The physical location where you operate your business. This may or may not be the same as your registered business address.
5	Business Phone Number	The daytime phone number for the district's business contact. This phone number is required to be in the county of your account.
6	Business Website	The address for the school district's website.

Business Representative

This account should be activated by someone authorized to sign on your organization's behalf. If that's not you, please ask the right person to complete this form.

#	Field	Description
1	Legal First Name	The business contact's first name. Enter name exactly as it is recorded with government agencies (e.g. IRS).
2	Legal Last Name	The business contact's last name. Enter name exactly as it is recorded with government agencies (e.g. IRS).
2	Email Address	The business contact's email address.
3	Job Title	The business contact's job title.

4	Date of Birth (MM-DD-YYYY)	The business contact's date of birth.
5	Home Address	The business contact's **home** address.
6	Phone Number	The business contact's phone number.
7	Social Security Number	To verify your identity, enter your full SSN/TIN. Stripe is required to collect this information to satisfy regulatory obligations. A government-issued ID document can be uploaded instead of providing the SSN/TIN.