Stripe Onboarding - Private Entity

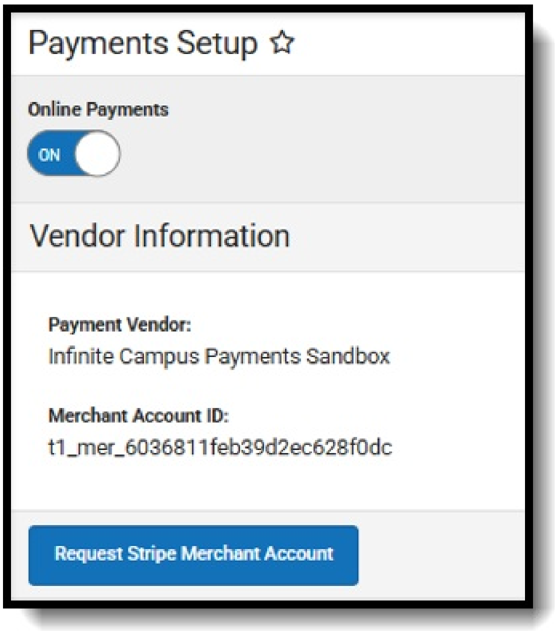
Last Modified on 09/24/2025 3:43 pm CDT

Request Stripe Merchant Account | Complete Onboarding | Business Type | Business Structure | Business Details | Business Representative | Review and Submit | Bank Account Selection

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.

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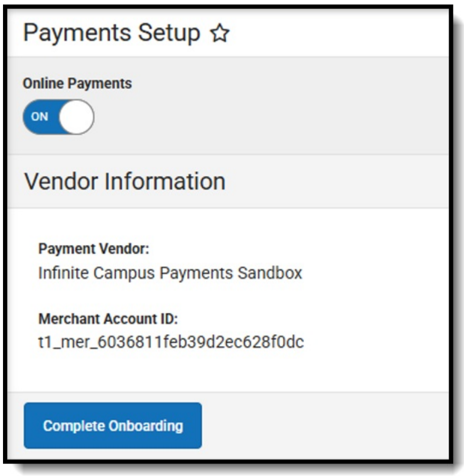
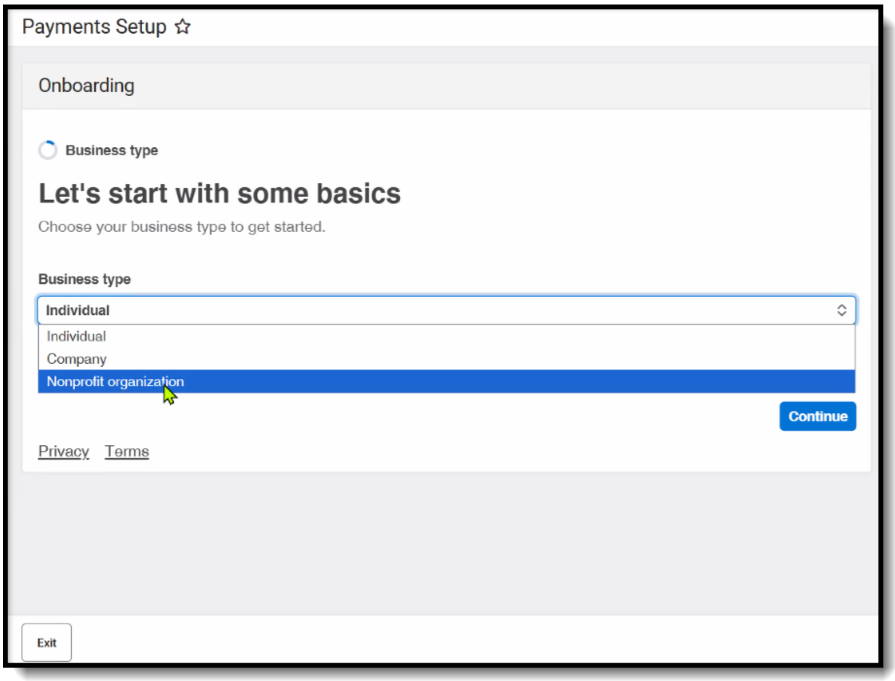


Onboarding is comprised of three sections:

- 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

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1	Individual	If unsure, review each page: Required verification information | Stripe Documentation and Tax ID verification guidelines by business type in the US | Stripe: Help & Support
2	Company	If unsure, review each page: Required verification information | Stripe Documentation and Tax ID verification guidelines by business type in the US | Stripe: Help & Support
3	Nonprofit organization	If unsure, review each page: Required verification information | Stripe Documentation and Tax ID verification guidelines by business type in the US | Stripe: Help & Support

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

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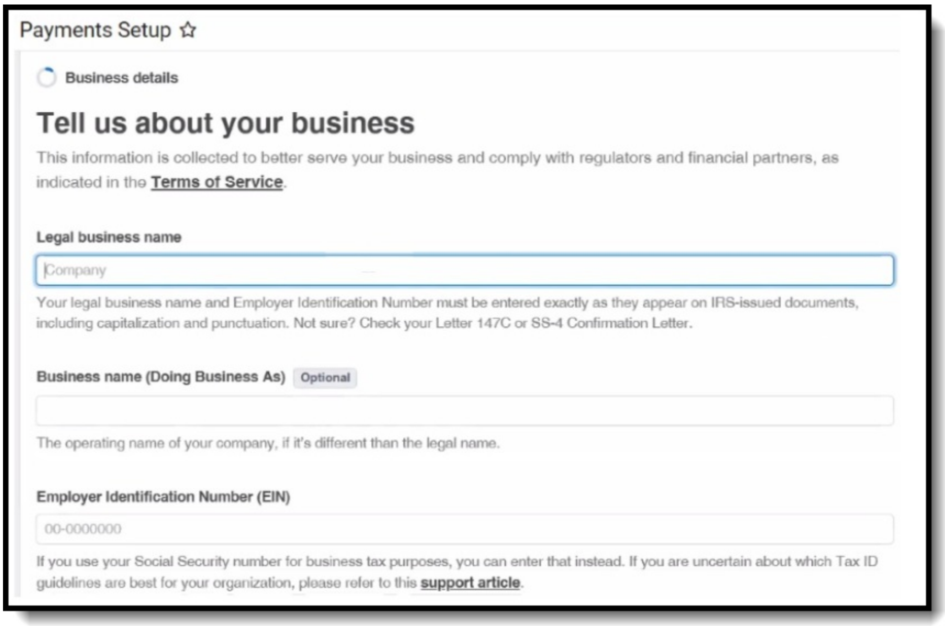
#	Type	Description
1	Incorporated non-profit	An organization incorporated under the laws of a US state that has obtained tax-exempt status as a non-profit entity under either state or federal law (for example, 501(c)(3)).
2	Unincorporated non-profit	An organization that's pursuing an objective other 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)

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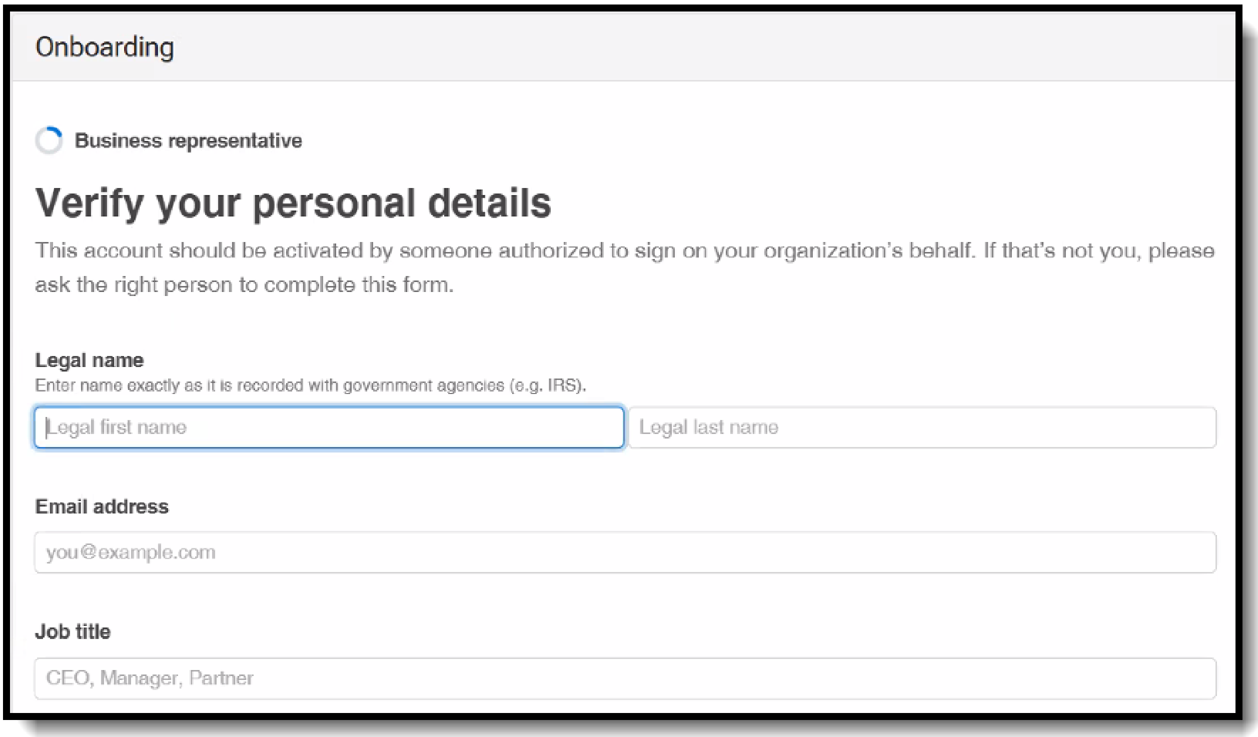
3	Employer Identification Number (EIN)	The district's 9 digit business identification code as issued by the IRS. If If you use your Social Security number for business tax purposes, you can enter that instead. If you are uncertain about this Tax ID guidelines are best for your organization there is a 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).

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3	Email Address	The business contact's email address.
4	Job Title	The business contact's job title.
5	Date of Birth (MM-DD-YYYY)	The business contact's date of birth.
6	Home Address	The business contact's **home** address.
7	Phone Number	The business contact's phone number.
8	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.

Review and Submit

Once all sections have been completed, information entered as well as the connected account agreement and acquirer disclosure have been reviewed, the Agree and submit button must be selected.

To help prevent disputes, review and update the Public Descriptor in the Public Details section before clicking 'Agree and submit' during Onboarding. The Public Descriptor appears on customer bank or card statements, and updating it can reduce confusion and potential disputes. You can also update this information later in Vendor Management if needed.

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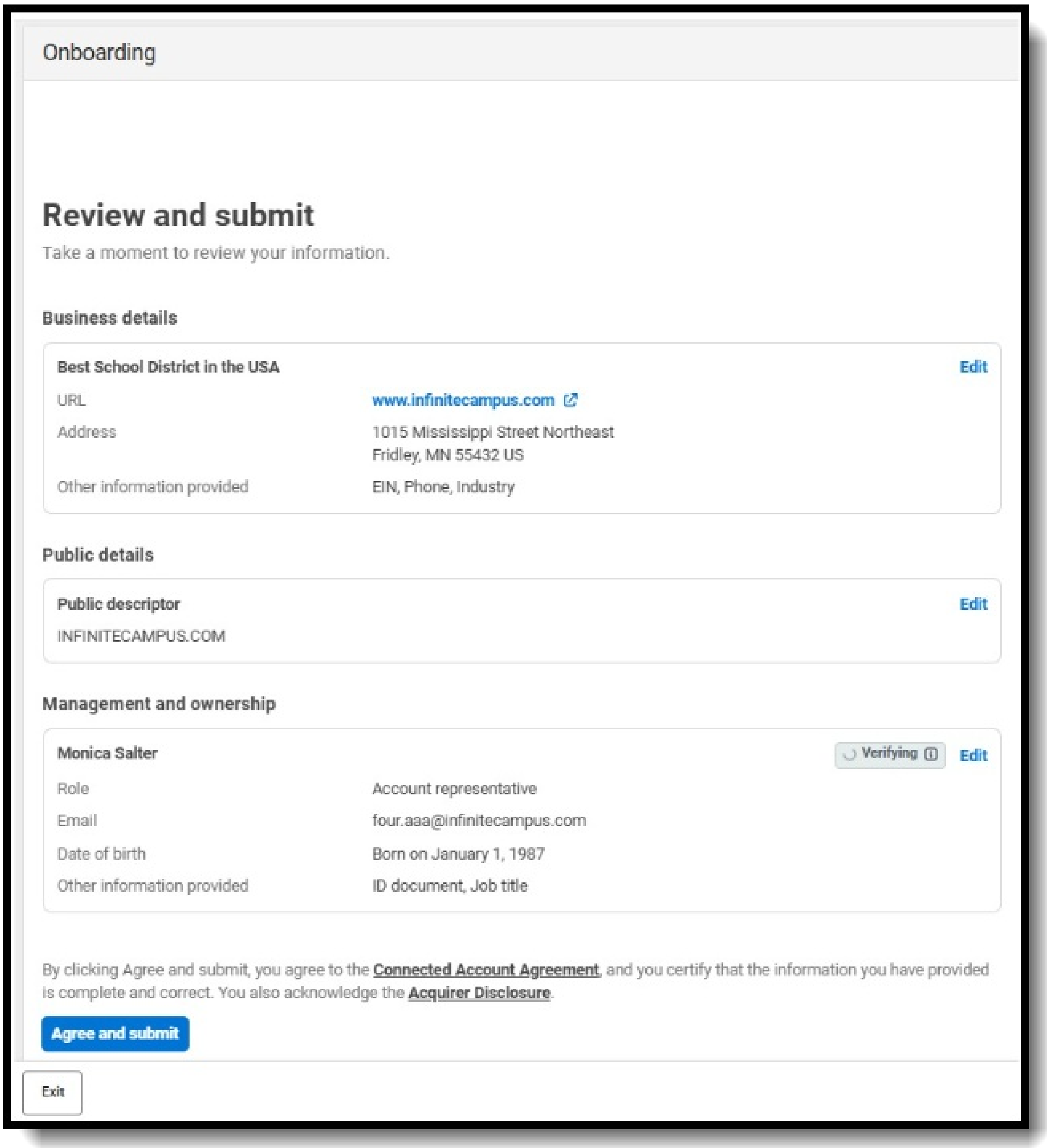

Bank Account Selection

The final step of Onboarding is designating the Primary District Bank Account.

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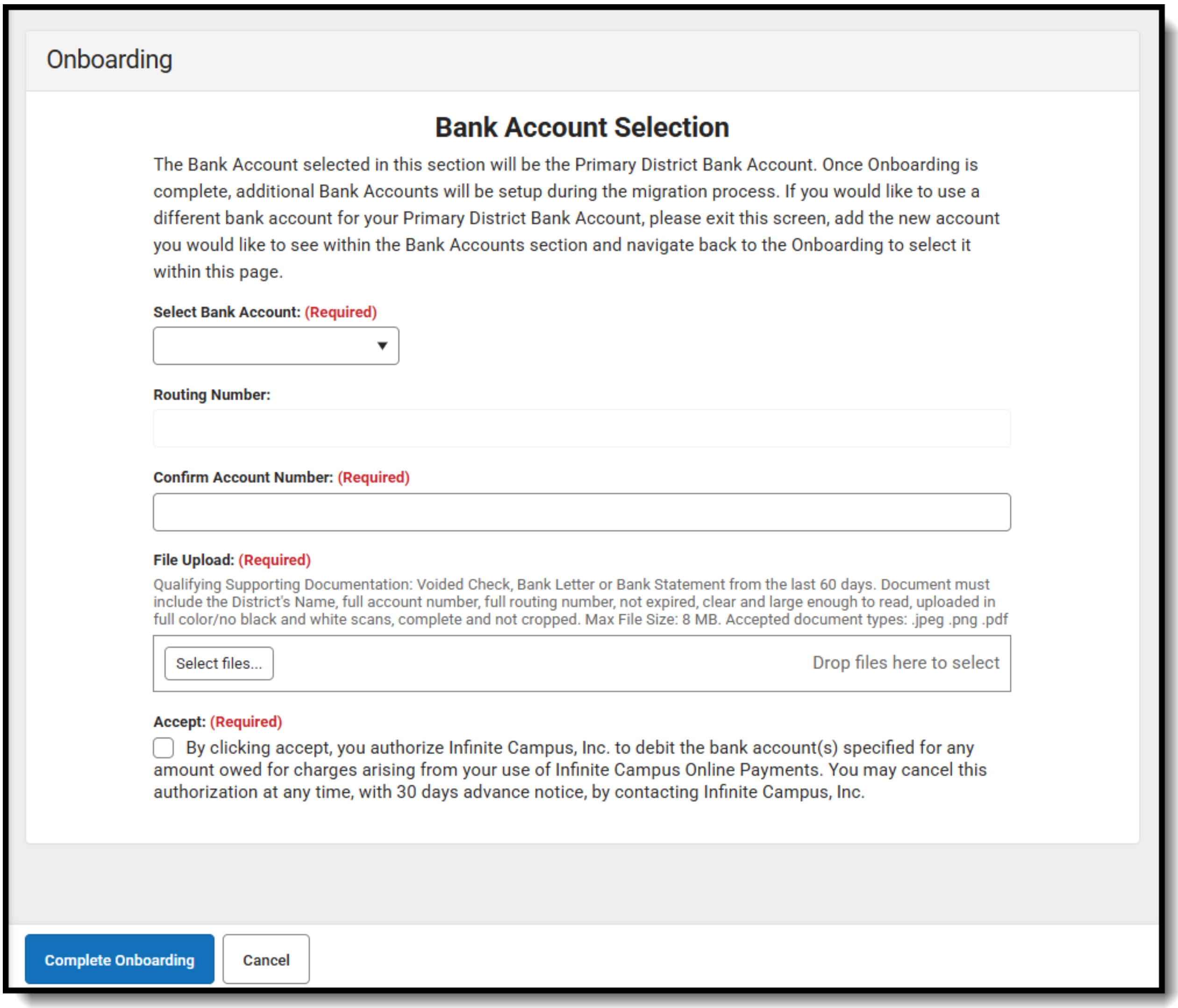

#	Type	Description
1	Select Bank Account	All district owned bank accounts will display. The bank account that should be the Primary District Bank Account for Stripe should be selected.
2	Routing Number	The full Routing Number of the Primary Bank selected will populate, read only.
3	Confirm Account Number	The full Account Number of the Primary Bank selected must be entered.
4	File Upload	Qualifying Supporting Documentation must be uploaded: Voided Check, Bank Letter or Bank Statement from the last 60 days. Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped. Max File Size: 8MB. Accepted document types: .jpeg .png .pdf

Once all required information has been added, the Complete Onboarding button should be

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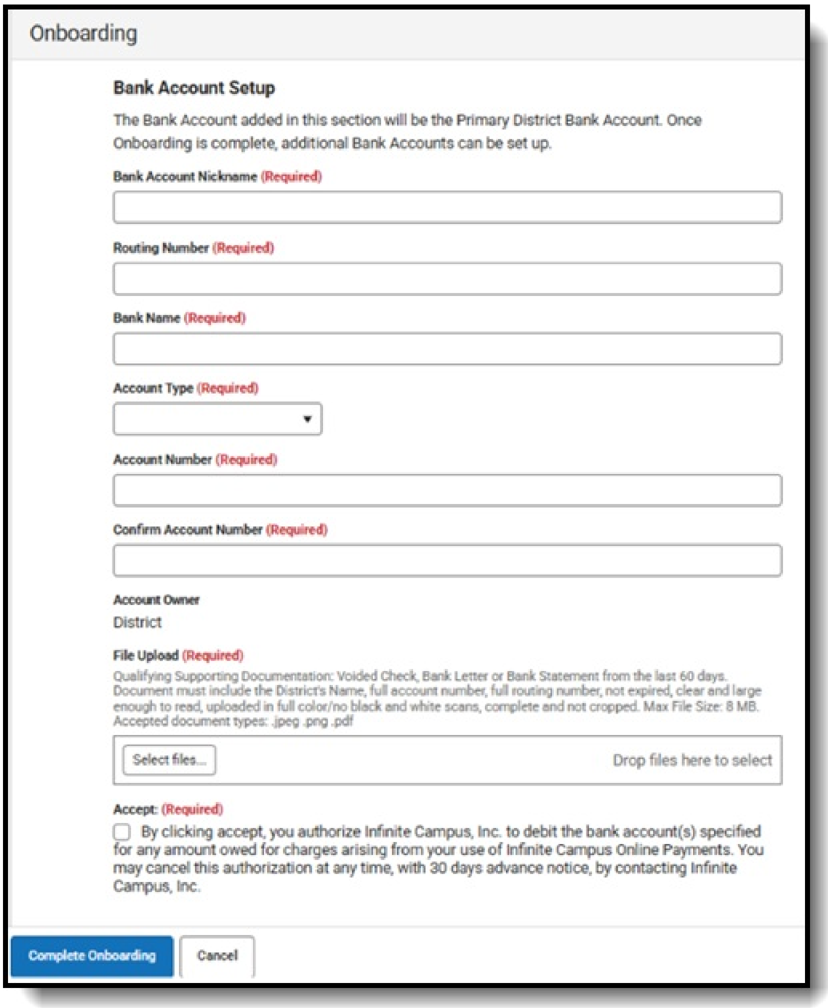
selected. The next step is to [Migrate Banks to New Payment Platform](#).

Bank Account Setup

However, if you are from a new onboarding district or a migrating district that is on an earlier version of Campus than .2523, you will see the Bank Account Setup form and be required to enter all the bank account information:



#	Type	Description
1	Bank Account Nickname	All district owned bank accounts will display. The bank account that should be the Primary District Bank Account for Stripe should be selected.
2	Routing Number	The full Routing Number of the Primary Bank selected must be entered.
3	Bank Name	The Bank Name must be entered.

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4	Account Number	The full Account Number of the Primary Bank account must be entered.
5	Confirm Account Number	The full Account Number of the Primary Bank selected must be entered.
6	File Upload	Qualifying Supporting Documentation must be uploaded: Voided Check, Bank Letter or Bank Statement from the last 60 days. Document must include the District's Name, full account number, full routing number, not expired, clear and large enough to read, uploaded in full color/no black and white scans, complete and not cropped. Max File Size: 8MB. Accepted document types: .jpeg .png .pdf

The new account that is entered during onboarding will create a duplicate record if a current bank account is being used as the default, and it cannot have the same name as any Bank Account ID on file. We recommend naming the new account Stripe Primary District Account or Primary District Account. Do not tie fund accounts to this account unless it is a new account, as fund account attachments do not change with migration. Inactivating an existing bank account ID with outstanding payments will render those payments unable to be deposited.

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