

Remote Deposit Website Instructions:

- To make a non-tax-deductible deposit to your student group [cash index](#) **via credit card, debit card, or electronic check** please use the this <https://commerce.cashnet.com/SECSA>
- Your student group will be categorized by the CSI leadership category listed on your [engage profile](#)
- After you have selected your category you can use the search feature on your computer or mobile device to find your student group.
- You will have the 3 options listed below to make deposits
 - Dues – membership dues
 - Fundraisers (non-tax deductible) - CSI approved fundraisers
 - Programs/events – General club deposits for club programs/events
 - Enter payment information to make a deposit via credit card, debit card, or electronic check.
- A payment receipt will be sent to the email provided.
- Please be sure to enter your email correctly and a reason for the deposit
- The deposit will post to the student group cash index the next business day.

Wire/ACH Transfer Instructions:

Follow these steps if an **external organization** would like to make a remote deposit to your student organization **via a bank wire or ACH transfer**. This option can only be used by an external organization to pay products or services provided by a student group. **Non-tax-deductible** sponsorship payments to student groups will also be accepted.

- Student groups should contact Sabo434@northeastern.edu with the following information to request the University's wire and ACH information.
 - Name of the company that wants to transfer money to your student group
 - Vendor Contact information
 - Amount of the transfer
 - Reason for the transfer
- The external organization will use the University's wire/ACH instructions to wire the money to Northeastern University.
- The external organization will send the wire/ACH receipt to Sabo434@northeastern.edu so SABO can confirm receipt.
- The funds will be transferred to your student group [cash index](#) within 2-5 business days.

Tax Deductible Donations

Tax deductible donations can be made directly to a student group's [cash index](#) by visiting <https://giving.northeastern.edu/explore-funds/>

- Type in the student group cash index number in the search field.
- Select the group that will be receiving the donation.
- Follow the prompts to enter payment information to make the donation.
- A Tax receipt and payment confirmation will be sent to the donor.

