ACCOUNT APPLICATION FORM  Mail to: Accounts, SLED Data Center, P.O. Box 21398, SC 29221-1398

☐ SCHOOL DISTRICT - TEACHERS/SUBSTITUTE TEACHERS ONLY

☐ SCHOOL DISTRICT – BUS DRIVERS ONLY

☐ Other CHARITABLE ORGANIZATIONS

Current Charitable Account Verification # (if applicable) ________________________________

BELOW FIELDS ARE REQUIRED. INCOMPLETE FORMS WILL BE RETURNED TO APPLICANT.

Organization Name: __________________________________________________________________

Employer Identification Number (EIN): __________________________________________________________________

Mailing Address: __________________________________________________________________

Street Address: __________________________________________________________________

City/State/Zip Code: __________________________________________________________________

Main Telephone Number with Extension: __________________________________________________________________

Name/Title – Contact Person: ____________________________________________

E-Mail Address–Contact Person: ____________________________________________

Security Verification Code (minimum of 8 characters):

(Ex: mother’s maiden name, father’s middle name, city where born, first pet’s name, etc.)

TERMS AND CONDITIONS

1. Applications are used to verify status for charitable organizations requesting reduced records check fees ($8 per check).
2. Applications for charitable accounts must include a copy of the IRS documentation of Section 501 (C)(3) status for SLED’s review.
3. Accounts may be used with name based checks via internet or mail. Account usage on internet requires User ID/Password.
4. Name of person to perform records checks is the individual designated within your organization to use the account.
5. Security code must be a minimum of 8 characters and will only be needed if the user requests a password reset from SLED.
6. Account misuse (e.g. charitable account used for non-charitable purposes) is subject to applicable criminal/civil penalties.
7. Accounts will be periodically audited by SLED to identify any misuse.

The unauthorized use of a user name and password of a charitable organization or a local school district is strictly prohibited and could constitute the crime of obtaining signature or property by false pretenses. South Carolina Code Ann. § 16-30-240 states, "A person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property," is guilty of obtaining signature or property by false pretenses.

(CJ-074) Revised 09/29/15
ADDITIONAL USER APPLICATION FORM  Mail to: Accounts, SLED Data Center, P.O. Box 21398, SC 29221-1398

☐ SCHOOL DISTRICT - TEACHER/SUBSTITUTE TEACHER ONLY  
☐ SCHOOL DISTRICT – BUS DRIVERS ONLY  
☐ Other CHARITABLE ORGANIZATIONS

Current Charitable Account Verification (if applicable): ____________________________________________

BELOW FIELDS ARE REQUIRED. INCOMPLETE FORMS WILL BE RETURNED TO APPLICANT.

Organization Name: ____________________________________________________________

Employer Identification Number (EIN): ____________________________________________

Mailing Address: ______________________________________________________________

Street Address: _______________________________________________________________

City/State/Zip Code: _____________________________________________________________

Main Telephone Number with Extension: ____________________________________________

Name/Title – Point of Contact: _________________________________________________

Point of Contact E-Mail: _________________________________________________________

Security Verification Code (minimum of 8 characters): ________________________________

(EX: mother’s maiden name, father’s middle name, city where born, first pet’s name, etc.)

TERMS AND CONDITIONS

1. Application for additional user must include a copy of the IRS documentation of Section 501 (C)(3) status for the charitable organization for SLED’s review.
2. Additional name of person to perform record checks is the individual designated within your organization to use the account.
3. Email address listed above must be of the Point of Contact listed on original application.
4. Additional user ID will be emailed directly to the Point of Contact listed on the original application.

Additional User Name: ____________________________________________________________

Point of Contact Signature: ______________________________________________________

The unauthorized use of a user name and password of a charitable organization or a local school district is strictly prohibited and could constitute the crime of obtaining signature or property by false pretenses. South Carolina Code Ann. § 16-30-240 states, “A person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property, “ is guilty of obtaining signature or property by false pretenses.