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**New Account Application Process Updated 8/25/2021**

**NOTE:** Even though the campus has re-opened, SBF will still allow the submission of signed New Account Applications requests via email. Based upon advice from our legal counsel, we are offering the two options noted below.

**OPTION A** – As we have now emerged from the COVID remote working environment, the Account Manager, Chairperson and Dean should provide original signatures on the New Account Application. Once signed by all parties, the Account Application can be dropped off and/or mailed to the SBF administrative office

**OPTION B –** If it is prohibitive to get the original documents to the SBF administrative office, please obtain original or scanned signatures from the Account Manager, Chairperson and Dean. Once you have secured the approval by all parties, please e-mail the New Account Application to the SBF Foundation at [kristin.perrichon@stonybrookfoundation.org](mailto:kristin.perrichon@stonybrookfoundation.org)