

TEMPLATE LETTERS

How to add someone as Signing Authority to a Bank Account:

Obviously switch out some of the key information like BMO, 2019-20, President, etc with the relevant information to your particular case.

To: BMO Staff

Subject: BMO Bank Account - Signing Authority

Date: **[DATE]**

To whom it may concern,

My name is **[JOHN DOE]**. I am currently the 2019-20 President of **[STUDENT CLUB FULL NAME]** at the University of Manitoba.

I am writing this letter to request adding on another signing authority to the bank account – **[PERSON]**, 2019-20 Director of Finance of **[STUDENT CLUB FULL NAME]**.

The BMO account we have is: **[BANK ACCOUNT NUMBER]**

If you have any questions or concerns, please contact me at **[PHONE NUMBER]** or email: **[EMAIL ADDRESS]**

Sincerely,

[SIGNATURE]

[FULL NAME]

]POSITION]

[STUDENT GROUP]

[LOGO]

EXAMPLE 1 - HOW TO TRANSFER BANK ACCOUNT FROM OLD SIGNING AUTHORITIES TO NEW SIGNING AUTHORITIES:

Obviously switch out some of the key information like TD, 2019-20, President, etc with the relevant information to your particular case.

To: TD Staff
Subject: TD Bank Account Transfer

Date: _____

To whom it may concern,

My name is **[OLD EXEC NAME 1]**. I was the 2019-20 Treasurer of **[STUDENT CLUB FULL NAME]** which is part of the University of Manitoba Students Union at the University of Manitoba.

I am writing this letter to request the transfer of the bank account from Former 2019-20 Treasurer, **[OLD EXEC NAME 1]** and former 2019-20 President, **[OLD EXEC NAME 2]** to the Current 2020-21 Treasurer, **[NEW EXEC NAME 1]** and current 2020-21 President, **[NEW EXEC NAME 2]**.

- This will entail the removal of the signing authority of **[OLD EXEC NAME 1]** and **[OLD EXEC NAME 2]**.
- Then adding on the signing authority of **[NEW EXEC NAME 1]** and **[NEW EXEC NAME 2]**

Signature of **[OLD EXEC 1]** confirming the above:

Signature of **[OLD EXEC 2]** confirming the above:

Signature of **[NEW EXEC 1]** accepting the above:

Signature of **[NEW EXEC 2]** accepting the above:

The TD Community Plan account we have is:
[BANK ACCOUNT NUMBER]

If you have any questions or concerns, please contact me **[OLD EXEC 1 PHONE NUMBER]** or email: **[OLD EXEC 1 EMAIL ADDRESS]**

Sincerely,

[OLD EXEC 1]
[ROLE]
[STUDENT CLUB FULL NAME]
[LOGO IF AVAILABLE]

**EXAMPLE 2 - HOW TO TRANSFER BANK ACCOUNT FROM OLD SIGNING
AUTHORITIES TO NEW SIGNING AUTHORITIES:**

Obviously switch out some of the key information like Bank of Montreal, 2013-14, President, etc with the relevant information to your particular case.

[NAME 1]

[NAME 2]

[NAME 3]

[ADDRESS]
Winnipeg, MB

Dear Bank of Montreal,

I hereby transfer the right of power and control over the **[STUDENT CLUB FULL NAME]** bank account **#XXXX** at the Bank of Montreal to **[NEW EXECUTIVE NAMES]** beginning on **June XX, 2013**.

With this agreement **[NEW EXECUTIVE NAMES]**, the incoming 2013-2014 **[STUDENT CLUB FULL NAME]** President, Vice President, and Director of Finance respectively, will take full control of account **#XXXX** and all contents of the account.

Sincerely,

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

OLD NAME 1

OLD NAME 2

OLD NAME 3

2012-2013 President

2012-2013 Vice President

2012-2013 Director of Finance

c.c

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

New Name 1

New Name 2

New Name 3

2013-2014 President

2013-2014 Vice President

2013-2014 Director of Finance