

Unincorporated Organization: Credit Union Account – Minutes Template

(for Opening Account(s), Changing Signing Authorities or Other Updates - organizations, associations, teams, groups, clubs etc.)

For new accounts, complete the entire form.

For existing accounts, complete only the information which is changing along with the certification in paragraph 6. For example, if signing authorities are changing, complete paragraphs 5 and 6. If the decision makers (board/committee) have changed along with a change to signing authorities, complete paragraphs 3, 5 and 6.

1. Name and Purpose of Organization

Name of Unincorporated Organization: _____

Mailing Address (street or legal description, if different):

and Phone Number: _____

Business or Purpose of Unincorporated Organization: _____

2. Authorization to Open Account(s) at Credit Union

The above named Unincorporated Organization is authorized to open a deposit account(s) at

_____ Credit Union (the "Credit Union").

3. Board/Committee/Decision Makers (Control and Structure Information)

The following individuals are the decision makers (board/committee) responsible for the operation and control of the Unincorporated Organization (not just the Credit Union accounts):

Position/Title:

Name and Address (street address or legal description, if different):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Authority to Open Account(s)

The individuals holding the following **positions** (list positions, not names, for example, President, Vice-President, Treasurer, Secretary, Team Manager, etc.) are authorized together to sign the contract documents in order to open accounts for the Unincorporated Organization at the Credit Union:

5. Signing Authority on Account(s)

The following individuals will have authority to sign cheques and other transactions on the accounts once opened (list **full legal names** all of the individuals who will have authority to sign cheques and other debits on the accounts):

(Each signing authority will need to attend at the Credit Union to present 2 pieces of identification prior to being allowed to sign on the account)

Specify the process, (i.e. whether two will be required to sign on each cheque or otherwise):

Any two of them to sign together; or Other: _____

6. Certification

We certify that the above was approved by the Decision Makers of the Unincorporated Organization at a meeting on _____, 20____ (Where possible, this document should be signed by two board/committee members listed in paragraph 3 but who do not hold the positions listed in paragraph 4 above).

Per: _____ Per: _____
(print name and sign) *(print name and sign)*

_____ *(signature)* _____ *(signature)*

- Note:**
- Also provide credit union with any other documents confirming existence and/or decision making structure of the organization (e.g. Articles of Association, letter from applicable league or governing body, etc.)
 - All signing authorities named in part 5 above will need to attend at Credit Union and provide 2 pieces of ID.