Bank signer change checklist

The Vera Standard

Organization _____ Date _____

Signer leaving _____ New signer _____

Account(s) _____ Checked by _____

BEFORE THE BANK VISIT

- ☐ Read our bylaws or rules about who may sign
- ☐ Board voted on the new signer(s)
- ☐ Vote and names recorded in the minutes
- ☐ Copy of the minutes ready for the bank
- ☐ Asked the bank what forms and identification it needs
- ☐ Limits for second signatures written down

WITH THE BANK

- ☐ Leaving signer removed from every account
- ☐ New signer added
- ☐ Online banking access removed for the leaving person
- ☐ Online access set up for the new person, their own login
- ☐ Cards and checkbooks collected or reissued
- ☐ Bank confirmed the change in writing

OTHER PLACES

- ☐ Online giving or payment accounts updated
- ☐ Safe deposit box or safe access updated
- ☐ Passwords or codes held by the organization changed
- ☐ Payment service and card users updated

AFTER

- ☐ Board told the change is done
- ☐ Signers list updated and filed
- ☐ Next statement checked for anything unfamiliar
- ☐ Date set to review all signers next year

Notes

Treasurer: signature _____ Second officer: signature _____ Date done _____

Printed name _____ Printed name _____

A plain checklist. Banks and rules differ; ask your bank and your adviser what applies to you.