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**Marquette Student Organization**

***Letter of Direction***

**Student Org Name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check One: □All Accounts □Only Account Number\_\_\_\_\_\_\_\_\_\_**

**Signers to be removed from the above stated account(s):**

Please fill in completely – PRINT NAME, SIGN, and DATE

**Signer #1**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, authorize my removal from the Town Bank Account affiliated with the MU Student Organization stated above as I am no longer affiliated with the organization and/or no longer wish to remain on the bank account.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**Signer #2**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, authorize my removal from the Town Bank Account affiliated with the MU Student Organization stated above as I am no longer affiliated with the organization and/or no longer wish to remain on the bank account.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**Signer #3**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, authorize my removal from the Town Bank Account affiliated with the MU Student Organization stated above as I am no longer affiliated with the organization and/or no longer wish to remain on the bank account.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**Signer #4**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, authorize my removal from the Town Bank Account affiliated with the MU Student Organization stated above as I am no longer affiliated with the organization and/or no longer wish to remain on the bank account.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**Signers to be added or remaining on the above stated account(s):**

Please fill in completely – NAME, ROLE, EMAIL, PHONE NUMBER, AND DESIGNATED PRIMARY

**New or Existing Authorized Signers**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Print) RoleNew □ Existing □ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Phone Number |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Print) RoleNew □ Existing □ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Phone Number |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Print) RoleNew □ Existing □ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Phone Number |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Print) RoleNew □ Existing □ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Phone Number |

**Primary User (Who will be responsible for Transactions & Online Banking): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inquiry Only**

|  |  |
| --- | --- |
| \_Adam Fredrick (Appointed Student Engagement Staff Member) \_Name (Print) Role | adam.fredrick@marquette.edu\_\_ \_(414)288-7205\_\_\_Email Phone Number |
| Dr. Jen Reid (Appointed Student Engagement Staff Member)Name (Print) Role | jennifer.reid@marquette.edu\_(414)288-5601\_\_Email Phone Number |

Marquette

Student Org Directions

Hello Students! In order to aid you all with signer changes during these chaotic times, we’ve formulated this sheet to assist with any new or current student org questions you may have. To aid you in the account change process, we have created a form called Letter of Direction. This form will serve as a reference for the signers being removed and signers being added.

**Note**: **If your student org is new to Town Bank, please reach out to 414-255-1861. To open the account you will need an Employer Identification Number (Also known as an EIN). If your org has previously had a bank account at a different bank you can get your EIN from that bank or you can reach out to the IRS using 800-829-4933 to obtain it. If you do not have one, you can apply for one on the IRS.gov website.**

**Steps for making changes for your Org**

1. **Filling out and returning LOD**

Please sign Letter of Direction (LOD) and establish new signer contact information. The LOD serves as the Student Org’s and Town Bank’s official documentation to remove any old signers from the account and provide us contact information for the new anticipated signers. All old signers that wish to be removed needs to sign the 1st page (**ACCOUNT CHANGES CAN’T BE PERFORMED WITHOUT THESE SIGNATURES**). If there is a signer that cannot be contacted for signature, please submit meeting minutes, officer election documents, or a formal letter from a faculty advisor for that particular signer’s removal.

If there is a current signer on the account that is remaining a signer, they do not need to sign the LOD. However, their information should still be indicated on the second page letting us know that they will remain a signer on the account.

Note: **We recommend handwritten, wet signatures (signatures written with an ink pen). Digital signatures may not be accepted and may slow down the process of the student org account changes. Also make sure you designate a primary individual for the account (this person can also have access to online banking) on page 2 of the LOD.**

1. **Collecting New Signer Personal Info**

Once the LOD is returned to Town Bank, we will reach out to collect personal information for the new signers. This can be conducted via phone call, email, or we have a Customer Information form that can be supplied upon request.

1. **Account Changes made by Banker & Collecting Official Signatures**

Only once we have all new signers’ info, account documents will be updated with new signer information. We will then contact everyone to come in to sign paperwork. It’s preferable if everyone comes in together, but if not we understand. **Just note, no changes are uploaded or finalized until we collect signatures from all parties**.

Note: **We will also reach out to the primary individual to update the phone, address, and primary contact information for the Student Org.**

1. **Post Account Finalization**

Should account signers require debit cards, we can issue them at this point. We will also submit changes for Online Banking. Note: This can take a couple of days to complete and may require signatures from the primary individual, we will reach out if necessary.

If you have any questions, feel free to reach out to us! The branch number is **414-255-1861**. If you prefer email, reach out to one of the staff members below:

**PLEASE EMAIL LOD TO THE FOLLOWING EMAIL ADDRESSES AND SOMEONE WILL REACH OUT TO CONDUCT NEXT STEPS**

Jake Bohman

 jbohman@townbank.us

Terra Ray

 tray@townbank.us

Nick Meyer

nmeyer@townbank.us

Lilandra Gonzalez

 lilandra.gonzalez@townbank.us