Team Letter for: **insert name of team here exactly how to be named on the bank account (it is recommended that the association abbreviation is in the team name i.e. FMHA U15-2**

Date:

Please let it be known that as of today’s date, it has been determined that the above mentioned team is requesting to open a team bank account at **INSERT FINANCIAL INSTITUTION/CREDIT UNION**. The following people are being listed as signors and hold the following positions within the team:

 **SIGNOR NAME SIGNOR POSITION SIGNOR SIGNATURE**

**\*if this is a signor change please add this sentence also**

Please remove the following signor(s), **INSERT NAME(S) HERE** as they are no longer part of this team.

This account needs to be a **ONE/TWO** to sign account and any additional banking features that are requested by the signors.

The Team makes decisions as a whole group together.

Thank you,

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEAD COACH SIGNATURE\* ASST COACH/TEAM PARENT SIGNATURE\*

HEAD COACH NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ASST COACH/TEAM PARENT NAME \_\_\_\_\_\_\_\_\_\_

\*must be signed by someone not listed as a signor

\*\*note that some financial institutions may require a letter from the association as approval as well

\*\*\*you also need to provide a team roster to accompany this letter

\*\*\*\*any part highlighted in YELLOW needs to either be information to be changed/filled out or deleted