

National Board Procedure for Applying for a New Bank Account—Please Print

1. Name of LAOH entity – e.g. “Schenectady County Division 1 New York” (or as applicable, Schenectady County Board New York or New York State Board).

Name of LAOH Entity _____

EIN of LAOH Entity _____

2. Legal Name, title, mailing address, phone number, email address of the LAOH contact person, e.g. Treasurer or President

Legal Name of Contact Person _____ Title _____

Mailing Address _____

Phone Number _____ Email address _____

Legal Name of Co-Signer 1 _____ Title _____

Mailing Address _____

Phone Number _____ Email address _____

If additional co-signer, please provide information on page 2.

3. Name of bank/credit union, mailing address of bank/credit union.

Name of Bank/Credit Union _____

Mailing Address _____

4. Name, title, mailing address, phone number, email address of the bank/credit union contact person.

Name of Bank/Credit Union Contact Person _____

Mailing Address _____

Phone Number _____ Email Address _____

Once the National Treasurer has the above information, she will contact the bank person and then write a letter to the bank contact person stating that the entity is authorized to open an account with the bank. In the letter, the National Treasurer will specify how the account name is to be stated, she will identify who is the LAOH entity contact person who will secure the signature cards for the account(s) to be opened, and she will verify the LAOH entity’s EIN number.

In addition to the authorization letter, most banking institutions are requiring a copy of the LAOH Articles of Incorporation and a copy of the LAOH National Board IRS approval as a 501 (c)(3) organization. The National Treasurer will provide these requested documents directly to the banking institution. A copy of the letter that she sends to the banking institution will be sent to the LAOH entity contact person to be maintained for the LAOH entity’s records. **The bank may request a copy of your EIN and 501(c) (10) status.**

For specific questions and/or information, please contact your **National Treasurer, Cathy Turck**, 108 West Creek Lane, Altamont, NY 12009. Email address: laohnationaltreasurer@gmail.com Phone:518-369-2813.

Legal Name of Co-Signer 2 _____ Title _____

Mailing Address _____

Phone Number _____ Email address _____