

SIGNING OFFICERS AND/OR BANK TOKEN HOLDERS REQUEST FORM

******This form is to be used for all bank accounts and all financial institutions.******

Parish/Cemetery/Other: _____

City/Town/Village: _____ Parish #: _____

Date: _____

Pastor/Administrator/Chaplain (for parishes) or Director/Manager (for other offices):

Name: _____ Signature: _____

Name of Bank

Branch and Account Number

List of bank account numbers: _____

We ask that you submit a minimum of three names below. This is a “high risk ministry” as defined by “Called, Gifted & Sent”. Please complete the screening protocol, including police check(s) before submitting names.

PLEASE SEND THE FORMS AND A COPY OF THE INDIVIDUALS POLICE CHECK IN ONE PACKAGE RATHER THAN “PIECE MEAL”. CHANGES WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION IS RECEIVED.

Who can be a signing officer and/or bank token holder? *Please refer to Diocese of London Banking Policy*

Names	Cheque Signor (/)	Bank Token Holder (/)	Date of Police Check (copy attached)

Signors/Token Holders to be removed: _____

Retain the original at the office and send a copy (mail, fax, drop off or email) to the Director of Accounting at the Diocese. Once received, we will make arrangements for the changes to be made and send the appropriate banking forms to be completed.