



Minor Oaks Hockey Association

INSTRUCTIONS FOR COMPLETING THE BANK AUTHORIZATION FORM

The Team Bank Authorization Form can be downloaded from the MOHA web site. The form will be located under Administration / Forms and Documents / General Administration.

The Bank Authorization Form is required to setup a team bank account

Stipulations

1. One (1) Chequing account per team only.
2. A minimum of two signatures for account transactions
3. Authorization is for the season and time period indicated
4. Those designated with signing authority must be either a member of the team bench staff or the team manager or team treasurer who have officially designated responsibilities for the team. This requirement excludes anyone who does not fall into one of these categories. If the team has a designated Team Treasurer, one of the designated signing authorities on the bank account must be the Team Treasurer.

Process

1. Team officials can download a blank copy of the Bank Authorization Form from the web site or obtain a blank copy from the office.
2. Team officials complete the blank form with the name of the bank and the bank address of where they intend to establish a team bank account. **(All REP Teams bank accounts MUST be established at the Royal Bank branch at 4th Line and Speers Road in Oakville).** They also add the team information, team contact information and names of team officials who will have signing authority. The Team Name should include the age division, sub division and team number if possible.
3. The completed form is submitted to the office for approval and signature by the MOHA office. The form may be submitted by email, by fax or by dropping it off to the office for approval. It may take up to 24 hours to obtain approval. MOHA will make a copy of the signed form and file it under "bank accounts pending"
4. The "approved and signed" form will then be returned to team officials and can then be taken to the bank to setup the bank account.
5. The assigned bank account and the date the account was opened or activated is recorded on the bottom of the form. The bank account name should include both the team name and the contact name
6. The bank stamps the bottom right hand corner as verification that the information has been correctly recorded and that the account has been opened and is active.
7. Team officials should then make a photo copy of the form for their records
8. The original of the bank authorization form is then returned quickly to the MOHA offices where it will be matched with the bank account pending copy and then filed under active bank accounts.
9. When the account is closed, team officials should submit their team copy to the office clearly marked "ACCOUNT CLOSED". The MOHA office will remove the original from active bank accounts file and re-file under bank accounts closed.

