July 20, 20\_\_

[YOUR PTA NAME HERE]

Resolution to open a new account with [YOUR BANK NAME HERE].

Utah PTA Congress DBA [YOUR PTA NAME HERE] is a legal subordinate unit of Utah PTA.

The account should be listed as non-profit under EIN #xx-xxxxxxx.

The following people should be on the account as authorized signers:

XXXXXXX

XXXXXXX

XXXXXXXX

This account should require two signatures on the checks and no debit cards are allowed. The authorized signers will be authorized to do the following:

Write checks, make deposits, change authorized users, make inquiries on the account, transfer funds, invest funds, online access.

There should be two signatures in order to make any changes to this account. All statements and other matters pertaining to this account should be mailed in care of the current President’s name to [YOUR PTA NAME HERE], [SCHOOL ADDRESS HERE].

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