



Business Administration

Bank Accounts and Change of Signatories

Policy 204 – Annex A – Change of Signatories

This form should be used when there is a change of Signatory on your school's bank account. Should a change occur it generally takes place around the time of the Education Committee election. Policy 204 requires that the Pastor, Parish or Regional Education Committee Chairperson and Treasurer act as signatories on the school account.

An original signature of the new Signatory is required. A daytime phone contact as well as email is required by the Bank should an over-the-phone verification be required for a wire payment. Please provide a phone number where you can be contacted during the day. This form must be submitted to the Superintendent's Office by 21 June.

Change of Bank Signatory Information

School: _____

Bank: Bank of Montreal

Account No. _____

Branch Address _____

New Signatory Information

If Education Committee Chairperson Changes

Name (print): _____

Daytime Phone: _____ Email: _____

Signature: _____

If Education Committee Treasurer Changes

Name (print): _____

Daytime Phone: _____ Email: _____

Signature: _____

If Pastor or Archbishop's Representative Changes

Name (print): _____

Business Administration

Bank Accounts and Change of Signatories

Policy 204 – Annex A – Change of Signatories

Daytime Phone: _____ Email: _____

Signature: _____

Please return the original signed form to: Superintendent's Office, CISVA,
4885 Saint John Paul II Way, Vancouver, BC, V5Z-0G3