



May 14, 2024

Alberta Union of Provincial Employees
10025 -182 Street NW
Edmonton, AB T5S 0P7

Re: Account Opening or Changing Signing Authorities

Attn: Justin Huseby

Dear Justin,

Please see the instructions below which are shared in order to make new account openings and changing of signing authorities on existing A.U.P.E. accounts as quick and easy as possible.

Changing signing authorities on an existing account:

- 1) Reach out to your dedicated ATB Team Members and we will walk you through the process for this change:

Please email the full team with any questions or to begin the signing authority change, you will be emailing Mitch Burnson (mburnson@atb.com), Daniel Chow (dchow2@atb.com), and Katherine Santos (ksantos@atb.com).

- 2) The authorized signers are to provide the signed meeting minutes which should include:
 - a) - List of signing authorities and their positions
 - b) - List of signing authorities to be added to the account
 - c) - List of signing authorities to be removed from the account and 2 pieces of identification (as indicated in the attached appendix)

3) Below are the options available for making these changes:

a) attend the local ATB branch. Let us know which branch is preferred so we can make arrangements and have the necessary documents prepared for signatures.

b) sign the documents electronically. Kindly provide email addresses of the signers along with their cell phone numbers as this ensures we are sending the documents to the correct individual.

Please note that the changes will not occur until all signing authorities have signed and provided their identification either in person or electronically.

4) All Accounts to be PMI'd to Mitch Burnson - PMI:1118645 **(For ATB representative)**

5) Previous authorized signers are NOT required when changing signatures on an existing account(s) if the Current Minutes of the Meeting indicate who the current signing authorities are.

Opening a new account:

1) Reach out to your dedicated ATB Team Members and we will walk you through this account opening:

Please email the full team with any questions or to begin the account opening process, you will be emailing Mitch Burnson (mburnson@atb.com), Daniel Chow (dchow2@atb.com), and Katherine Santos (ksantos@atb.com).

2) The account shall be signed by two or three Executive officers of the local/chapter/area council. However, the account will not be opened until all documents have been signed and completed.

3) The authorized signers are to provide the signed meeting minutes which should include:

a) List of signing authorities and their positions and 2 pieces of identification (as indicated in the attached appendix)

- 4) All Accounts to be PMI'd to Mitch Burnson - PMI:1118645 **(For ATB representative)**
- 5) The account is to be named as **(For ATB representative)**
 - a) Local Account - AUPE Local ## (AUPE local 1, etc)
 - b) Chapter Account - AUPE Local ## Chapter ## (AUPE Local 1 Chapter 2, etc)
 - c) Area Council Account - AUPE ** Area Council (AUPE Edmonton Area Council, etc)
- 6) ATB Branches to ensure the F950 Business Banking Special Arrangement Request is completed and submitted to have the new account added to the existing arrangement. **(For ATB representatives, please refer to "EVA" for further instructions on the account)**

From there we can complete the documents that are needed to make signing authority changes and/or open any additional new account(s).

Thank you for the continued business AUPE provides to ATB through its Locals, Chapters and Area Councils.

Please feel free to reach out with any questions.

Regards,

Mitch, Daniel, and Katherine

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APPENDIX "A"

Alberta Union of Provincial Employees

Local **/Chapter** /Area Council**

Attention: ATB

Object: Changing signing authority for Account [Name & Number]

To Whom It May Concern:

This is a letter to advise that on (Date), the following people were voted into Executive Positions. The newly elected officer will assume responsibility for the organization effective immediately. Therefore, please make the following changes to this bank account's authorized signers. We enclose a copy of the meeting minutes reflecting the change.

Signing Authority Changes

ADD the following people as newly elected Executives:

- Title and Name
- Title and Name

REMOVE the following people as signing officers from our account:

- Former Title and Name (Example: Former Treasurer-James Roberts)
- Former Title and Name (Example: Former Chair- Mary Patricia)

Effective immediately, the following are the authorized Executives (Chair, Vice Chair, Treasurer, Secretary, and/or Provincial Executive) to sign:

- Title and Name
- Title and Name
- Title and Name
 - ***Must have two (2) signatures at all times on all cheques***

Mailing Address changes – (Has a new Treasurer been elected?)

- New Mailing address

Sincerely,

TITLE:

Newly Elected Chair / Treasurer

Printed Name

Signature

Date

Newly Elected Chair / Treasurer

Printed Name

Signature

Date