January 31, 2023

Alberta Union of Provincial Employees

10025 -182 Street NW

Edmonton, AB

T5S 0P7

**Opening or changing signing authorities on A.U.P.E accounts**

**ATTN: JASON HEISTAD**

Dear Jason,

To make the account opening or the changing of signing authorities on an existing A.U.P.E. account(s) as quick and easy as possible, there are just a few things needed:

**For 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:
	1. **Please contact Olivia Chan @** **ochan@atb.com** **or 780 720-4976 with any questions when opening accounts, closing or changing signing authorities on accounts**
	2. **Please contact Kori Thompson @** **kthompson3@atb.com** **or 403 650-8929 with any questions when opening, closing or changing signing authorities on accounts**
2. The authorized signers are to provide the signed meeting minutes which should include:
	1. - List of signing authorities and their positions
	2. - List of signing authorities to be added to the account
	3. - 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.

1. All Accounts to be PMI’d to Olivia Chan - PMI:2551248 **(For ATB representative)**
2. **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.**

**For opening a new account:**

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

* 1. **Please contact Olivia Chan @** **ochan@atb.com** **or 780 720-4976 with any questions when opening accounts, closing or changing signing authorities on accounts**
	2. **Please contact Kori Thompson @** **kthompson3@atb.com** **or 403 650-8929 with any questions when opening, closing or changing signing authorities on accounts**
1. 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.
2. The authorized signers are to provide the signed meeting minutes which should include:
	1. -List of signing authorities and their positions and 2 pieces of identification (as indicated in the attached appendix)
3. All Accounts to be PMI’d to Olivia Chan - PMI: 2551248 **(For ATB representative)**
4. The account is to be named as (**For ATB representative**)
	1. Local Account - AUPE Local ## (AUPE local 1, etc)
	2. Chapter Account - AUPE Local ## Chapter ## (AUPE Local 1 Chapter 2,etc)
	3. Area Council Account - AUPE \*\* Area Council (AUPE Edmonton Area Council, etc)
5. 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 connect with me.

Your friends at ATB.

Olivia Chan, Kori Thompson,

Relationship Manager Payment & Deposit Support Specialist

ATB Business Solution ATB Business Solutions

**Office** 780-720-4976 **Office** 403-650-8929

ochan@atb.com kthompson3@atb.com

**APPENDIX**

**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