

Instructions: Copy and paste the following on PA/PTA or School Letterhead. Use document when a change of signatories on PA/PTA bank account is appropriate; following the election of officers or a change of officers. Take this document along with a copy of the bylaws and the signed certification form to the bank to change names on the account.

Date:

«Bank Name»

«Address»

City», «State» «Postal Code»

Re: Bank Account # _____
PA/PTA Name, _____

EIN: _____

To Whom It May Concern:

On June 30, 20____ the term of office for the executive board of the PA/PTA of _____ will expire. On July 1, 20____, the newly elected officers will assume responsibility for the organization. Therefore, please make the following changes to this bank account's status and authorized signers as of July 1, 20____:

Remove the following people from the list of authorized signers on the account:

President
Name

Treasurer
Name

Officer
Name

Authorize the following three people as signers on the account:

Name	Officer Title	Signature

We appreciate your assistance with these transition details. If you have any questions, please contact one of the officers listed below.

Sincerely,

Insert Name, President	Insert Name, Treasurer	Insert Name, Insert Officer's Title

Principal

The PA/PTA of _____ is a 501(c)(3) tax-exempt organization.