



RED DEER MINOR HOCKEY

Team Bank Account Setup and Guidelines

Managers – Banking Setup Instructions

Step 1: Both Signers complete the Bank Verification Form

The link to the form is located under the Managers tab and is password protected. Once you have submitted the manager's and treasurer's names and email addresses, the office will send you the password.

- For signers who do not bank at Servus Credit Union: When you click no to that questions on the form another section will open up which the bank requires to open up your account.
- Be sure to upload the required documents for the office to verify; once must be government issued with photo. These documents will not be sent to the bank.

Step 2: Bank Setup Process

- The office submits your information, once both forms have been received.
- The bank will email signers with an e-signature request.
- After completion, your account (including online banking) will be active.
- Max of 12 Cheques can be ordered through the South Hill Branch only.
- Bank statements will be available through online banking.

Bank Charges

- 15 free transactions per month (includes online payments, cheques, and deposits).
- \$1.75 per transaction above the 15.

Financial Restrictions & Accountability

- Cash withdrawals are not permitted (except for referee payments).
- Maintain records for all expenses and deposits: cheques, e-transfer printouts, receipts, and a running budget. These must be available to families upon request.
- Family refunds can only be issued after jerseys are returned to the office and all expenses have cleared.
- Fundraising money cannot be refunded or used for non-hockey purposes.

Year-End Account Requirements

- Ensure all refund cheques clear before June 15th.
- All account access and signing authority will be removed on June 15th.
- Any remaining funds will automatically be transferred into the Youth Assistance Fund on June 15th.