

# **BANK ACCOUNT SET UP**

- The team treasurer is responsible for creating and maintaining the team budget
- No personal bank accounts or cash netting. All transactions must be through your team bank account.
- Budgets are to be submitted to Beth no later than October 15<sup>th</sup> (we are flexible with this date).
- Appointments for opening accounts will take place at Scotiabank, Clayton Park/Fairview 255 Lacewood Drive, Halifax NS, B3M 4G2
- Beth will send a list of all teams to the bank to have accounts created
- Team appointments will be coordinated by Yujing (Anita) Liu  
yujinh.liu@scotiabank.com
- Please fill out the form titled Halifax Hawks Scotiabank Signor Information found on this page <https://www.halifaxhawks.ca/l/44/HMHHA/pages/1704/Team-Management-Resources/> and include copies of the listed identification (Driver's License)
- All information MUST be received prior to your appointment. If this is not received before your appointment, the account will not be able to be opened. The idea is that you just show up for your appointment, all information will be printed to sign.
- Both signors are required to be at the appointment on the same date to sign documents for the accounts to become active.
- **Recreation Teams** are welcome to reach out to the bank as soon as their teams have been balanced.
- The bank is prepared to accommodate signors the best they can. I have made them aware of the following weeks for **Competitive Teams**:
  - U13AAA - appointment the week of Oct 1
  - U18AA - appointment the week of Oct 1
  - U11 - appointments the week of Oct 6
  - U13 - appointments the week of Oct 6
  - U15 - appointments the week of Oct 14
- Closing checklists will be circulated at the end of each season with dates. \$20 is required to be left in each account at the end of the year.
  - It is imperative that the end of season closing is done within this time frame.

- The final date for closing accounts is April 30 (no exceptions)