

**Administrative Procedure # A - B - 4**

**Subject:** Banking Account Signature Cards

**Effective Date:** May 1, 2014

**Procedure Statement:**

Each park is responsible for updating Bank Signature Cards for any DNR bank account at their location every time a change in personnel affects the authorized signatories on these accounts. The Parks Division Standard for authorized signatories is: Parks Director, Region Manager, Manager -Park or HS, and Assistant Manager (or HS Interpreter with Region Manager approval).

**Definitions:**

Not Applicable

**Procedure:**

- 1) Bank Signature Card (form):
  - a) Site will need to obtain from their Bank the appropriate signature form for each bank account and a return envelope(s). If the bank does not supply a return envelope, ensure that either their address is listed on the form or provide the bank's address.
  - b) ALL of the above authorized signatories have to complete their section of the Bank Signature form each and every time an update/change occurs. One person leaves, a whole new form needs to be completed by all remaining and/or a new member to replace the previous form on file.
  - c) Operating Accounts should list the following address for the account/statements: 2 MLK Jr. Drive, Suite 1262-East Tower. Petty Cash Accounts should have the address of the park.
  - d) The TIN (Tax Identification Number) for all bank accounts should be the DNR Fed ID # 58-1130945
  - e) The Director's full legal name should be listed on the form. 2014 Ex: Rebecca B. Kelley. If your bank's form includes for identification purposes their Social Security or a Driver's License number, leave these fields blank for the Director as they will be completed when the document is signed.
- 2) State Depository Form:

a) State Regulations require the completion of this secondary form to be kept on record with Cash Management in Atlanta.

b) Every time you update a Bank's Signature form you must also have all members complete and sign this form.

c) Bank Signature forms received without the State Depository Form will not be processed until the Depository form is received.

3) Paperwork process:

a) The Park or HS will complete their sections of the Bank Signature form and the State Depository form and send one original of each to their Region Office.

b) The Region Office will review the documents for accuracy/approval and the Region Manager will complete his/her section of both forms. These original forms should be forwarded to the Director's Office.

c) The Director's Office will review and complete the documents with the Director's signature and any additional personal information required. The D.O. will keep a copy of the Bank Signature form on file and will mail the original to the Bank. The D.O. will forward the State Depository form to Cash Management.

**Authority:** (if applicable)

Not Applicable

**Attachments:**

Attachment 1 – State Depository Form