

## **Change of Signing Authority Procedure for Student-Led Organizations (SLO)**

1. The SLO will prepare an email stating:
  - a. Full name of the club (no acronyms)
  - b. The SLO's CWB account number (if applicable)
  - c. Who will be the new signers on the account. This must include:
    - i. Name,
    - ii. Executive position with the SLO,
    - iii. Personal UNBC email address,
    - iv. Personal contact phone number,
    - v. Confirmation the signer lives in/near Prince George and is physically able to go to the Canadian Western Bank on 300 Victoria St, Prince George.
  - d. As CWB SLO accounts require a minimum of two people to sign, requests for signing authority changes must have a minimum of two people. NUGSS recommends three signers to accommodate absence or unforeseen circumstance.
  - e. All email requests for signing authority changes **must** come from the SLO's @unbc.ca email. Requests from a personal email will not be accepted.
2. Please include two pieces of current identification for each of the new signers (see second page for all versions of acceptable ID):
  - a. Examples include Driver's License, Passport, or Provincial Identification. Identification with picture ID and date of birth would be most beneficial to complete the paperwork.  
(Note: Student ID **cannot** be used as acceptable identification)
  - b. Please make sure that the IDs are not expired. Scanned identification must include complete views of both the **front and back** of the document.
3. CWB requires all signing authority to complete the Consent Form to process any financial requests. Please sign and return the Consent Form to Office Manager (nugss-officemanager@unbc.ca) along with all other information required above.
4. The Office Manager or GM completes the letter for the bank and it is the OM's/GM's responsibility to ensure all information is provided to the bank.
5. It is the OM's/GM's responsibility to email CWB directly with all required paperwork items.

It can take up to 1 week for CWB to process your change of signing authority documents. Once the documents are ready, CWB will contact the new signing authority to complete remaining paperwork.

APPENDIX - Acceptable ID's

List A	List B
Passport – Domestic or Foreign (if all the information is understandable – i.e. properly translated if in foreign language)	A second piece of photo ID as stated in List A
Driver's License	Birth Certificate- issued in Canada
Nexus Card	Bank debit/ABM Card – name must be on card
Foreign Driver's License	Credit Card
Federal Aviation License	Provincial Health Care - BC only <b>Note:</b> All other provincial governments prohibit the use of health insurance cards as ID.
Permanent Resident Card	Social Insurance Card (Youth only) – Card must be presented to qualify as ID <b>Note:</b> Social Insurance Number (SIN) is not acceptable as identification, except for youth accounts or a Basic account opened under the Access to Basic Banking regulations.
Provincially issued Identification Card (must have photo, reference #, place of issue and expiry date)  Example: Metis Nation/Metis Citizen Cards  <b>Note:</b> Sask. ID cards issued prior to 2013 do not have an expiry date. The expiry date on these cards is 9999. Cards issue in 2013 or later have an expiry date of 5 years from date of issue.	
Certificate of Indian Status	
Possession and Acquisition License (PAL)	
BC Combination ID Card – is considered 1 piece of ID	
Certificate of Canadian Citizenship Card (issued February 2012 and earlier) - Card must be presented to qualify as ID	