

DeKalb County Fire Department

**Station Account Agreement**

**POLICY**

This form documents the formal agreement of fire stations organized and affiliated with the DeKalb County Volunteer Fire Department (DCVFD). DCVFD's policy # 150301 outlines all requirements that must be fulfilled in order to establish a station checking or savings account (or any other financial account) that is to be associated with the DCVFD's federal tax identification number. All persons signing this form are certifying understanding and compliance with DCVFD's Accounting Policy # 150301. The information below must be completed and subsequently approved by the DCVFD's Executive Committee prior to establishment of any financial account associated with the DCVFD:

**Name of Station Requesting Account Transaction:**

\_\_\_\_\_ (this should be the exact name that will appear on the account holder title)

**Name of Financial Institution:** \_\_\_\_\_

**Type of Account Transaction being requested: (check one---multiple transactions require multiple forms)**

- open new account       close current account       change account holder title
- add new account signatory(ies)       remove account signatory(ies)
- add new bank statement receiver (cannot be a signatory)       remove bank statement receiver

**Names of Account Signatories:**

1) \_\_\_\_\_ 2) \_\_\_\_\_

**Name of Statement Receiver: (cannot be a signatory)**

\_\_\_\_\_

**Signature of Station Commander and Station Secretary/Treasurer:**

Station Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary/Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval Signature of DCVFD Chief (on behalf of Executive Committee):**

\_\_\_\_\_ Date: \_\_\_\_\_

Date of DCVFD Minutes: \_\_\_\_\_

Approval of this Agreement authorizes financial institutions to initiate, revoke, or update transactions indicated on this form.

**Important: All station accounts must have the current DCVFD Fire Chief and assigned Station Lieutenant listed with account access**