

## BANK ACCOUNT INFORMATION

It is best practice to obtain a dedicated bank account in order to receive and administer any government funds. It is important that this account is separate from any personal finances, as it will make it easier to meet your funder's administrative and reporting requirements.

Be sure to ask your funder(s) for any expectations they may have with respect to the bank account requirements.

### Documentation Requirements

To open an account financial institutions will require certain documentation, and each institution may want a slightly different combination of documents. Call ahead to be sure you take what is needed. Examples of documents that may be required are:

*For individuals:*

- one or more pieces of ID
- a signed contract from your funding agency

*For societies:*

- a certified copy of your Certificate of Incorporation or your original Certificate
- list of directors
- address of society
- a copy of your bylaws
- a signed copy of your meeting notes in which the signatories were named