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**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
 Treasury & Other Accounting Services Branch  
 Accounting & Disbursements Division  
 333 S. Beaudry Avenue, 26<sup>th</sup> Floor, Los Angeles, CA 90017

**Contact Numbers**  
 Telephone Number : (213) 241-2745  
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**Signature Card Instructions - Imprest Fund for Schools and Offices**

Open <https://achieve.lausd.net/Page/14269> on any web browser.  
 Download the Signature Card form for Imprest Fund - Schools and Offices.

Complete the highlighted sections only.  
 Do not change pre-populated information.

The form is titled "Bank of America Merrill Lynch Deposit Account Documentation Signature Card". It is divided into three main sections: I. ACCOUNT INFORMATION, II. BUSINESS TYPE, and III. Designated Accounts Signers. Red circles 1 through 5 highlight the following areas: 1) The "Select One" section with checkboxes for "Update (Add/Delete) Signers", "Replace Existing Signature Card with this card", and "New Account". 2) The "Account #" field. 3) The "Optional Descriptive Account Title" field. 4) The "Statement Address" field. 5) The "Printed Name" column in the "Designated Accounts Signers" table.

**1) Select one**

Mark one appropriate box only.

UPDATE (Add/Delete Signers)	REPLACE Existing Signature Card	NEW ACCOUNT
Add and/or Delete any signers	- Replaces <b>ALL</b> prior signature cards for the account. - All existing signers will be replaced with new set of signers under Item #5. - All existing information will be replaced.	For new account opening

**2) Account Number**

UPDATE (Add/Delete Signers)	REPLACE Existing Signature Card	NEW ACCOUNT
Enter the <u>bank account number</u> of Imprest Fund	Enter the <u>bank account number</u> of Imprest Fund	<b>Leave Blank.</b>  Treasury will input the account number

**3) Descriptive Account Title (Not optional for LAUSD)**

Enter account title (example: *ABC Elementary School – Imprest Fund*).

**4) Statement Address**

Enter the address where bank statements will be mailed.

**5) Designated Account Signers**

Add or Delete	Printed Name	Title	Signature	Signer Limited to Check Signing Only
Use the dropdown box to Add or Delete	Enter the <u>Name</u> of the Signer	Enter the <u>Title</u> of the Signer	- Signed by ADDED Signer - No Signature is needed for the DELETE Signer	Mark box if Signer is limited to signing authority only.

**IV. CUSTOMER ACKNOWLEDGEMENT & AGREEMENT**

You begin or continue a deposit account relationship with us by giving us information about your business and by signing this Agreement. The deposit agreement we give you is part of your agreement with us regarding use of your account and tells you the current terms governing your account. We may change the deposit agreement at any time and will inform you of changes that affect your rights and obligations. By signing below, you acknowledge receipt of the deposit agreement. The deposit agreement includes a provision for alternative dispute resolution.

By signing below, you certify that all information you may have previously provided to us regarding the beneficial ownership of your Organization is, to the best of your knowledge, complete and correct, and to the extent it is not, you are now providing us with updated information as required by law.

By signing below, you authorize each person who has signed in the Designated Account Signer section on page one, to operate any account opened under this signature card now or in the future. The authority to operate an account includes: authority to sign checks and other items and to give us other instructions, including by electronic signature; electronic record or other electronic form, to withdraw funds; to endorse and deposit checks and other items payable to or belonging to you to the account; and to transact other administrative business, including by electronic signature, electronic record or other electronic form relating to the account, including closing the account. If you wish to restrict a designated signers authority to check signing you must indicate that by checking the box to the right of their name. We may rely on this authorization for any account opened under this signature card until we receive written notice revoking the authorization at the office where we maintain the account, and we have a reasonable time to act upon such notice. By signing below, this organization agrees to be bound to the above Agreement and Authorization.

For CA Public Funds only: Any person signing this Agreement for the Organization certifies that they are duly authorized to do so as evidenced by attached banking resolution/contract for deposit of moneys or existing banking resolutions/contract for deposit of money on file with us.

**V. Consent to Electronic Delivery of Account Material**

By signing below, you consent to have documentation regarding your accounts and services delivered through electronic delivery such as secure e-mail or our digital banking portal. Information delivered electronically may include sensitive information about your accounts and services, disclosures and terms governing your accounts and services, and information that could facilitate unauthorized transactions against your accounts. As such, you must ensure that the e-mail address that you choose below is secure and accessible by each of your designated account signers, but only by those individuals. Additionally, you should check this e-mail address as important notices may be transmitted periodically. If you would like physical copies of documentation, please contact your service representative.

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Printed Name	Title (Certifying individual must be authorized on Banking Resolution; Title MUST match)	Signature	Date

E-mail Address for electronic delivery (Required for new account opening):

**VI. SUBSTITUTE FORM W9 / CERTIFICATION (If foreign entity, W-8 required. Section VI leave blank.)**

1. Name (as shown on your income tax return) do not leave this line blank.	LOS ANGELES UNIFIED SCHOOL DISTRICT
2. Business name/disregarded entity name, if different from above	
3. <input checked="" type="checkbox"/> Employer Identification Number <input type="checkbox"/> Social Security Number	95-6001908
4. Federal Tax Classification; check only ONE of the following seven boxes	
<input type="checkbox"/> Individual/sole proprietorship or single member LLC	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=partnership)	
Exemptions (Codes apply only to certain entities, not individuals) Exempt payee code (if any): Exemption from FATCA reporting code (if any): (Applies to accounts maintained outside the U.S.)	
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions from IRS) <b>GOVERNMENT</b>	

Under penalties of perjury, I certify that: 1) the employer identification number or social security number shown on this form for this account holder is correct (or the account holder is waiting for a number to be issued); and 2) the account holder is not subject to backup withholding because: (a) the account holder is exempt from backup withholding, or (b) the account holder has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified the account holder that it is no longer subject to backup withholding; and 3) the account holder is a United States person (defined below); and 4) the FATCA code(s) entered on this form (if any) indicating that the organization is exempt from FATCA reporting is correct.

Certification Instructions: Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

\* If the organization listed above is a foreign entity use the applicable IRS Form W-8 (for additional information please see IRS instructions). The term "United States person" means a citizen or resident of the United States; a partnership created or organized in the United States or under the laws of the United States or of any state; a corporation created or organized in the United States or under the laws of the United States; or of any state or any estate or trust other than a foreign estate or foreign trust.

By signing below, the account holder agrees to be bound by the above Tax Information Certification.  
The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

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Printed Name	Title	Signature	Date

**6) Account Number**

Enter the bank account number of Imprest Fund.

**7) Authorized Signer Signature**

Sign and enter the name of the Authorized Signer (Principal or Administrator), title, and date.

**8) EIN Verification Signer Signature**

Sign and enter the name of the Authorized Signer (Principal or Administrator), title, and date.

**Note: The signature card form dated 2018 should be used beginning May 2018.**