

Application to Open a Bank Account

Ministry/Agency:

Name of Proposed Account:

Financial Institution:

Include Name, Branch and Address

Why is this institution preferred?

New Account? Yes No If no, where is the account transferred from?

Type of Account (e.g., Transfer, Imprest, Trust/Special Purpose, General Operating):

Purpose:

CHEQUE SIGNERS - List Name and Position of Signers. Two signatures are required on all cheques.

AUTHORIZED BANKING CONTACTS (RBC Accounts Only) - List Name, Email and Phone Number of Authorized Banking Contacts. Only Signers and Authorized Banking Contacts can contact RBC (e.g., to notify the bank to return items such as fraudulent cheques).

VIEW ACCESS - (Non-RBC Accounts) - List individuals authorized to view balances and transaction information on the new account through online access (i.e., electronic account statements and cheque images). This should include the individual(s) responsible for preparing the bank reconciliation and one or two others appointed as backups.

CERTIFICATION - The procedures for the operation and control of bank accounts issued by the Provincial Comptroller's Office in Section 3610 of the Financial Administration Manual will be followed. Requested deviations from these procedures with appropriate explanations accompany this application.

Individual responsible for operation and control of account:

Name:

Position:

Signature:

Phone Number:

Email:

I confirm that the above Account will not be used by or on behalf of a third party, other than by an employee making deposits to the Account on behalf of the Ministry/Agency. Endorsed by the Corporate Services Head:

Date

Position

Signature

PROVINCIAL COMPTROLLER'S OFFICE:

Are there procedures for controlling funds to be processed through the approved account? Yes

Are there any conditions of approval? Yes No

Reviewed - Analyst, Financial Management Branch (initial)

Approved - Provincial Comptroller or Delegate (signature)

Recommended - Director, Financial Management Branch
(initial)

Date Approved

USING THIS FORM:

- This form is used to obtain the approval of the Provincial Comptroller or delegate prior to opening a bank account. For further information on related Treasury Board policy and Provincial Comptroller's directives refer to [Section 3605 Approval of Bank Accounts](#).
- The form signed by the Corporate Services Head is submitted to the Provincial Comptroller's Office. A digital signature will not be accepted.
- **CHEQUE SIGNERS:** Original signatures for signers are to be included with the **Application to Open a Bank Account**; these are provided to the financial institution at the time of approval. Cheque signers are to be independent of the following: cash receipt, cash handling and deposit functions; cheque preparation function; cheque mailing function; and bank reconciliation function.
- **AUTHORIZED BANKING CONTACTS (RBC ACCOUNTS):** Names and contact information of Authorized Banking Contacts should be provided for Royal Bank of Canada (RBC) accounts. According to RBC requirements, only signers and Authorized Banking Contacts on file at RBC can contact the RBC Service Team for assistance. Typically, the RBC Service Team would be contacted for transaction and statement inquiries, requests for correction when errors have been identified, return items inquiries, and to notify the bank to return items through the clearing, such as a fraudulent cheque identified in daily cheque matching. The list may include those persons conducting bank reconciliations and back-ups.
- **VIEW ACCESS (NON-RBC ACCOUNTS):** Names and positions of individuals authorized to view electronic account statements and cheque images through online access should be provided for Non-RBC accounts. These should include the individual(s) responsible for preparing the bank reconciliation and one or two others appointed as backups. For RBC accounts, Treasury Management Branch, Ministry of Finance, will contact you to set up viewers.
- A completed **Bank Account Internal Control Questionnaire** must accompany the **Application to Open a Bank Account**.

SUBMIT COMPLETED APPLICATION TO OPEN A BANK ACCOUNT TO:

Assistant Provincial Comptroller
Provincial Comptroller's Office
Ministry of Finance
2350 Albert Street, 8th Floor
REGINA SK S4P 4A6