

INSTRUCTIONS FOR SUBMITTING NEW SIGNATURE FORMS:

This form is used to set up and change signatories on the school checking account.

FIRST PAGE – ACCOUNT OWNER PAGE

1. Insert complete name of the school as it appears on your checks.
2. Insert Legacy and Oracle unit numbers.
3. School Address
4. Account number
5. Insert Principal's full name
6. Insert Principal's complete CPS email address (i.e. jdoe@cps.k12.il.us)
7. Principal signs and dates

SECOND PAGE – AUTHORIZED SIGNER PAGE

First line - Insert Principal's full name and name of school

Second line - Principal signs and dates

Remaining lines are for each Authorized User:

- a. Insert Name and Title on first row and have each signer sign on the second row.
- b. If you require more than three signers, print another copy of the form and add additional signers to that form.

SUBMIT FORMS

1. A copy of the completed form should be faxed to us at 553-2711.
(This will expedite the process of updating the bank's system)
2. Each NEW authorized signer, must send a copy of their State ID or Drivers License with the form.
3. The **original** form must be mailed to:
School Financial Services
ATTN: Williedean Tate
14th Floor
GSR 125
The bank will need original form on file.
4. Maintain a copy of the signature form in your files.

**CALL THE CONSOLIDATED BANK HOTLINE @ 553-2766
IF YOU HAVE ANY QUESTIONS.**



U.S. BANK TREASURY MANAGEMENT SERVICES & ACCOUNT OPENING FORM

School Name: Chicago Public Schools -
please insert full name of school

School Unit : Unit # _____ Oracle # _____

School Address: _____

Organization: Government Entity

Tax Identification Number: 36-6005821

Account Number (to be assigned by the Bank) _____

U.S. Bank's Treasury Management services ("Bank Services") are described in that certain Bank Services Agreement (the "Agreement"), dated October 25, 2006, between U.S. Bank National Association and the Board of Education of the City of Chicago (the "Board") as authorized by the Board in its Board Report 06-0726-PR20 on July 26, 2006. Customer has received and reviewed the Agreement and decided to use one or more of the Bank Services. Customer and Bank agree that the Bank Services shall be governed by the Agreement and also agree to comply with the procedures and instructions contained therein.

ACCOUNT OWNER

The undersigned officer(s), partner(s), owner(s), or otherwise authorized person(s) (the "Authorized Signers"), are each hereby authorized to act on behalf of Customer in all actions taken under the Agreement and amendments thereto from time to time and to enter into any and all transactions contemplated in the Agreement, including without limitation, selecting Bank Services for the benefit of Customer, appointing agents to act on behalf of Customer in the delivery of Bank Services, signing additional documentation that may be necessary to implement the Bank Services and giving the Customer's instructions with regard to any Bank Service, including without limitation, merchant processing, wire transfers, ACH transfers and any other electronic or paper transfers from or to any account Customer may maintain at Bank.

Pursuant to the Agreement, U.S. Bank may, at its discretion, require the Customer to execute additional documentation to implement or amend certain Bank Services. In such cases, documentation necessary to implement or amend such Bank Services shall be signed by at least one authorized signer identified by the Customer. Customer further acknowledges and agrees that U.S. Bank may implement or amend Bank Services based on the verbal, written, facsimile voice mail, email or other electronically communicated instructions that in good faith it believes to have been received by Customer.

Authorized Signer <i>please print full name of principal</i>	Title: PRINCIPAL - <i>please print school name</i>
CPS Email Account: Signature: <i>principal signature required</i>	Date: <i>please insert date above</i>



U.S. BANK TREASURY MANAGEMENT SERVICES & ACCOUNT OPENING FORM

Revision/New Form for: _____
 Unit # _____ School Name: _____ Date: _____

AUTHORIZED SIGNERS

The checks, drafts or other orders for the payment (in the case of wire transfers [including book transfers] as pursuant to the U.S. Bank Wire Transfer Authorization form), transfer or withdrawal of any of the funds or other property of the Customer on deposit with the Bank shall be binding on the Customer when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed in the section below entitled "Authorized Signers", and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the Bank complying with the Agreement.

Authorized Principal Signer <i>please print full name of principal</i>	Title: PRINCIPAL - <i>please print school name</i>
Signature: <i>principal signature required</i>	Date: <i>please insert date</i>
Authorized Signer 1 <i>please print name o f authorized signer 1</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 1 signature required</i>	Date: <i>please insert date</i>
Authorized Signer 2 <i>please print name o f authorized signer 2</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 2 signature required</i>	Date: <i>please insert date</i>
Authorized Signer 3 <i>please print name o f authorized signer 3</i>	Title: <i>please print title</i>
Signature: <i>Authorized signer 3 signature required</i>	Date: <i>please insert date</i>