**CHECKLIST**

**You must call into Bank of Ireland, Mobhi Rd., Glasnevin (Only) to complete the following:**

* Change of Signatories
* Opening New Club/Soc Bank A/C

Steps to follow:

* Login to the online management system.
* Go to documents/committee resources.
* Select relevant forms and letter, then download.
* Insert Club/Society name.
* Insert Bank Account Number.
* Bank Account address must be Clubs & Socs, DCU, Dublin 9.
* Type signatory names.
* Email completed form to [forms@dcuclubsandsocs.ie](mailto:forms@dcuclubsandsocs.ie)
* Include your postal address.
* Once signed by Siobhán Byrne, the forms will be posted to you.
* All signatories must call into Bank of Ireland, Mobhi Road together.

Have you?

* Completed and signed all required bank forms
* Photo Id (i.e. student card/passport/driver’s licence
* Proof of address
* Accompanying letter signed from Clubs & Socs