

# New Account Documentation Completion Homeowners Association

## Bank Depositor and Treasury Management Services Agreement (Form 00330-HOA [Rev. 05/2006])

### Page One

- **Account Title** -- Type account title
- **5 column Chart** -- Type all account numbers that will be part of this bank depositor agreement (Your account number is a 10 digit number)  
Remaining columns do not need to be completed
- **Tax Certification Section** -- Insert Taxpayer Identification Number
- Type name of person or entity whose taxpayer Identification number you listed above
- Have contracting officer (i.e. Corporate Officer/General Partner (for management company accounts) or Contracting Board Member (for an association account) sign to certify taxpayer identification number.

### Page Two

- **Account Number** -- Type same account numbers as listed on page one
- **Account Title** -- Type account title
- **Authorized Deposit Account Signers** -- Individuals who will be authorized to sign checks
- **Column One** -- Sign for specimen of signature
- **Column Two** -- Print or Type Name and Title
- **Column Three** -- Indicate any special signing instructions - only if applicable
- **One signature is required for withdrawals unless another number is specified here** -- If more than one signature is required please indicate number of signers required here
- **Check one** -- Mark the appropriate box -- Corporation or Association
- **Name of Association** -- Type in the name of the association
- **Address** -- Type in the mailing address for the association
- **Phone Number** -- Type in the telephone number where an authorized person can be reached

### Resolution

- Resolved, that -- Please mark the appropriate box as to whom has authorization to act on behalf of the association.
  - **Contracting Officers** - Type or print name on the left hand side and sign your name on the right hand side and print your title underneath your signature. (Requires 2 Contracting Officers Signatures)
  - **ID No.** -- Please indicate two forms of I.D. from the following examples of acceptable I.D.  
State of California Driver License  
U.S. Identification Card  
U.S. Permanent Resident Card  
Passport  
Mexican Certificate of Consular Registration  
\*Credit, Debit and Personalized Cash Cards  
\*American Express  
\*Visa  
\*MasterCard  
\*Discover  
\*Diners Club
- \*Please note -- requires only last 4 digits and expiration date
- The secretary of the association should sign certifying the above contracting officers -- Please type or print name and sign the section below and date
  - Mark box if Signature addendum attached
  - Mark box if Facsimile signature addendum is attached



#### Instructions

1. Please print, read and complete the agreement.
2. Mail your signed agreement to the following address:

Union Bank of California  
HOA Banking Services  
Customer Service  
P.O. Box 513840  
Los Angeles, CA 90051-3840

ACCOUNT TITLE

ACCOUNT NUMBER	DATE OPENED	INPUT BY	REVIEWED BY	DATE PURGED
1.				
2.				
3.				
4.				
5.				

**TAX CERTIFICATION**

**Taxpayer Identification Number:**

Name of person or entity whose TIN is listed above:

**Certification Instructions--**  
You must cross out item (2) below if it is not correct.

**Certification--Under penalty of perjury, I certify that:**

(1) The number shown on this form is the correct TIN of the Association named above or I am waiting for a TIN to be issued to the Association,

(2) The Association is not subject to backup withholding, either because it is exempt from backup withholding; it has not been notified by the IRS that it is subject to backup withholding as a result of a failure to report all interest or dividends; or the IRS has notified it that it is no longer subject to backup withholding; and

(3) Association is a U.S. person (including a U.S. resident alien).  
 If Association is a foreign company, please check this box and provide us with the appropriate IRS Form W-8 (i.e., W-8BEN, W-8ECI, W-8EXP, or W-8IMY).

\_\_\_\_\_  
SIGNATURE OF CONTRACTING OFFICER

**A. Depositor Agreement**

The Association agrees that the deposit accounts it opens with Bank now or hereafter, as listed on this Agreement, will be governed by the terms and conditions of Bank's disclosure brochure for business accounts and Bank's schedule(s) of fees and charges, as these may be amended by Bank from time to time; that the brochure and schedule(s) have been received or made available on Bank's website; and that any Contracting Officer may establish accounts and designate the individuals authorized to withdraw funds, and access accounts online at the Bank's website and perform authorized functions, all on such terms as may be agreed upon with Bank.

**B. Agreement for Treasury Management Services**

The Association agrees that each Contracting Officer is authorized to enter into agreements for treasury management services with Bank and to designate from time to time who is authorized to use the services and give instructions on behalf of Association with respect to the services. The services are governed by the All About Treasury Management Services disclosure, as it may be amended from time to time, which the Association acknowledges receiving or having access to on the Bank's website.

**TO THE FULLEST EXTENT PERMITTED BY LAW, ASSOCIATION DELIBERATELY AND INTENTIONALLY WAIVES THE RIGHT TO A JURY TRIAL AND AGREES TO THE ALTERNATIVE DISPUTE RESOLUTION PROCEDURES DESCRIBED IN THE ACCOUNT AND TREASURY MANAGEMENT DISCLOSURES.**

ACCOUNT NUMBER(S) ►

**ACCOUNT TITLE**

**Please sign in black ink only and line out unused signature spaces.**

<b>AUTHORIZED DEPOSIT ACCOUNT SIGNERS</b> (Sign in black ink)	<b>TYPED NAME AND TITLE</b>	Signing instructions: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

One signature is required for withdrawals unless another number is specified here \_\_\_\_

(CHECK ONE)

**CORPORATION** (includes incorporated homeowners associations)

**ASSOCIATION** (includes unincorporated associations)

Name of Association:

Phone Number:

Address:

RESOLVED, that  the President, Secretary, any Vice President, Treasurer of this Association's Board of Directors and/or

\_\_\_\_\_

is each authorized, acting alone, to enter into deposit account, funds transfer, and treasury management services agreements with Bank, and to designate from time to time who is authorized to withdraw funds, initiate payment orders, execute service agreements, and otherwise give instructions on behalf of the Association with respect to its deposit accounts and treasury management services. This authorization is in addition to any other authorizations in effect.

Contracting Officers:

Type or Print Name \_\_\_\_\_

Signature \_\_\_\_\_

ID No. \_\_\_\_\_

Title \_\_\_\_\_

ID No. \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Signature \_\_\_\_\_

ID No. \_\_\_\_\_

Title \_\_\_\_\_

ID No. \_\_\_\_\_

I certify that the foregoing resolution was duly adopted by the Association's governing body and remains in effect; all signatures or initials appearing on this Agreement are those of the persons authorized in accordance with the resolution; and that the Bank Depositor and Treasury Management Services Agreement is the binding obligation of the Association.

Type or Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Secretary \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE ADDENDUM ATTACHED

FACSIMILE SIGNATURE ADDENDUM ATTACHED

**Bank Use Only**

RECORD

NO RECORD