

Please review the information below on how to book your appointment and opening requirements. Make sure you are using your Leduc Roughnecks/North Central Impact name as verified in your Manager Approval email.

NOTE: Because we require two signatures on the account, it is not possible to set up e-transfers on the account at this time.

***New this year:*** *Instead of having bank statements mailed out (which were usually not received) - you will have online VIEWING access to your account. You are required to print out your monthly statements (if you do not have access to a printer - please have someone else on the team print it out for you as it is REQUIRED in your year end package).*

### **For Account Openings for 20/21 Season with Servus Credit Union**

Appointments will be booked directly with the Leduc branch and **attended in branch**.

1. Appointments can be booked by calling 780 638 7418
2. All appointments will be booked **by phone** with Jamie Doucette to ensure timely follow up , proper booking and a verbal review of requirements to attend and complete the appointment
3. Appointments will only be booked **Tuesday-Friday between the hours of 10am and 3pm**

Upon appointment booking, the following requirements must be met in order to proceed. If any of the requirements are not met, the appointment will need to be rescheduled at a later date. There will be no partial completion of account openings.

1. All signers must attend the appointment at the same time.
2. All signers must have 2 pieces of valid ID with them in the branch. One piece is required to be a government issued photo ID.
3. \$1 must be deposited to the common share account
4. Team Meeting minutes must be provided **\*\*Write up can be found in your Manager's Manual\*\***

Once the account has been opened, the accounts will include the following:

1. Starter checks (if required)
2. Deposit book ( if required)
3. One signer will be given view only access to facilitate printing of statements to provide to LMHA on a monthly basis