

Organizational Memorandum Account Maintenance

Organization Name

DATE:

MEMORANDUM FOR: Manager, Community Bank

SUBJECT: Organization Name Account Changes

I, <organization officer name>, request the following updates to account number xxxxxxxxxx:

Outgoing Custodian: name of outgoing custodian

*If existing custodian is no longer available, please annotate this here. Ex: <name of existing custodian> is no longer available due to PCS/TDY. The new custodian for this account will be <name of incoming custodian>.

Incoming Custodian: name of new custodian

Authorized signer: name of signer

Authorized signer: name of signer

Please refer all questions to <name here> at <phone and e-mail>.

V/r,

<Signature>

<Name of organization officer>

<Title of organization officer>

<Additional organization officer information if applicable>