



SCHOOL LETTERHEAD

(Letter to Bank to Open a School Checking or Savings Account)

----date----

Brooklyn Trust Co.
924 Banes Rd.
Brooklyn, N.Y. 10029

Dear Brooklyn Trust Company

I am the principal of ---name of school---. Please open a [fill in: checking or savings] account in the name of the Department of Education as follows:

Account Name

New York City Department of Education
In Trust For ---name of school---
[General School Fund Account]

Federal I D Number used by the Department of Education: **13-6400434**

The [fill in: check or savings account information] should be imprinted with the account name as indicated above. Each check must be signed by a combination of any **two** of the following people whose signatures appear below:

Names

Signatures

Joseph Roland

Bertha Gordon

Helene Goodman

Sincerely yours,

---name of principal---, Principal

Address of School including Zip Code

Tel No : XXX-XXX-XXXX

Fax No: XXX-XXX-XXXX

E-Mail: _____

c: Bureau of Financial Management and Reporting
District Office/FMC/ISC

**Please attach a copy of this letter to the
“Notification of a New Bank Account for General School Funds” Form**