

Date:

Re: Insert Team here

Please be advised that I am the president of the Dartmouth Whalers Minor Hockey Association. Each of the 35 teams in our hockey association establishes a bank account to handle their team financial transactions.

**Treasurer name** is the team treasurer and **Manager Name** is the manager for the above noted team. These individuals are authorized by the Whalers to manage the team’s finances. Please set up the account with two signatories required to sign each cheque, both the team manager and the team treasurer.

In addition, we authorize the issuance of a delegate bank card to each of the signing authorities, both cards should be granted online access to view the account activity statements and cheque images. The team Treasurer should be granted financial access to send and receive e-Transfer’s to a maximum of $2,000/day; the team Manager should be granted financial access for POS (point of Sale Purchase) to a maximum of $2,000/day. Also the overall financial limit for the cards are to be set to $2,000/ day limit.

Trusting this is satisfactory to have the requested account setup.

Thanking you in advance,

Regards,

Peter Dulhanty

President

Dartmouth Whalers Minor Hockey Association - DWMHA



**259 Commodore Drive, Dartmouth, NS, B3B 0M1**