

## Steps for Establishing a Bank Sub Account under EDCFSC

- EDCFSC provides a letter to Umpqua Bank requesting the new FSC be added to the EDCFSC's account under their EIN#.
- New Council steps:
  - Fictitious Name filing with the ED County.
  - After having filed with the County, new FSC will go to Umpqua & open the account (Placerville office).
    - a. All signers on the account have to be present; bring DL & Credit card for ID.
    - b. Bring your letter stating who will be on the account.
  - After you file your Fictitious Name with the County, the County requires you to post in the Mt Democrat or one of the MD affiliate papers- this is not required by the Umpqua, but the County.
  - Your mailing address for Umpqua will be your FSC's address; not the EDCFSC.
  - There is no online banking for subaccounts

### Attachments:

Letter to bank from FSC  
Fictitious Name Sample

*Your Letterhead*

*Date*

Umpqua Bank  
1224 A Broadway  
Placerville, CA 95667

Dear Manager

The following officers of the (*Name of Satellite*) are authorized to sign for (*Name of Satellite*).

<i>Name</i>	<i>Title</i>	<i>Signature</i>
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Signed

*name*  
Chairperson  
*Name of Satellite FSC*

