

In lieu of the articles of organization and/or EIN issuance letter, a financial institution may accept a Bank Resolution Minute signed by at least two UA members.

### Instructions for Completing a **BANK RESOLUTION MINUTE**

1. Save the downloaded Minute and re-save it with a new filename that also bears the date the Minute is signed.
2. Replace all [yellow-highlighted] text with applicable information:
  - The name of the LLC and its Employer Identification Number (EIN);
  - The name and title of either the chief administrator (i.e., President (foreman or director in the Protocols)) or principle administrator (scribe or secretary in the Protocols);
  - The name of the State where the LLC is registered;
  - The day (delete the inapplicable suffixes (st, nd, rd, th)), month, and year the Minute is signed;
  - The name of the financial institution providing the new account;
  - The name of the individual authorized by the Minute as the signer of the new account;
  - The name and title of the individual whose name appears at the beginning of the Minute (“I, [Name],”);
  - The name of the UA in which this individual retains membership;
  - The name and title of either the chief administrator (foreman or director) or principle administrator (scribe or secretary); and
  - The name of the UA in which this individual retains membership.
3. Re-save the Minute under the new filename that also bears the date the Minute is signed and then print, sign and date at least two copies of the Minute on the same day that appears on the Minute and in the saved filename.