

**Addendum 1A:
Instructions for Opening New Accounts**

Contact the Board of Managers Treasurer at pooledfundstreasurer@neym.org . Please provide the following:

- Name for the account. (Recommend using the legal name of the organization opening the account)
- Name, email address, postal address and phone # of Treasurer (or primary contact). Include information for a 2nd contact if available.
- Minute authorizing the opening of the account.
- Instructions on handling of the income of the fund – Reinvest in Pooled Funds or to be sent to meeting. While most accounts use one of those two options, other arrangements may be made to meet your needs after consulting with the Treasurer.

The Pooled Funds Treasurer will reply with detailed deposit instructions.

For security reasons do not send bank account numbers by email. Please send them to the Pooled Funds Treasurer by regular mail or by phone.