



# TORONTO ROYALS TEAM BANK ACCOUNT GUIDELINES

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In an effort to protect the best interests of both parents/guardians and Team Officials, the following team bank account procedures & requirements has been instituted by the Club, and must be adhered to by all Toronto Royals teams throughout the entire hockey season.

## TEAM BANK ACCOUNT PROCEDURE & REQUIREMENTS

### Bank:

TD Bank (preferred)

### Account Name:

"Toronto Royals [ birth year ] [ category ]"

Examples: Toronto Royals 1997 AA

Toronto Royals 1992 A

Account must be DEPOSIT ONLY. No bank or ATM withdrawals are authorized.

### Account Address:

Monthly account statements and cancelled cheques will be mailed to:

90 Woodbine Downs Boulevard  
Toronto, ON M9W 5S6

Account statements and cancelled cheques will be forwarded to team after being reviewed by the Club.

### Signing Officers:

A minimum of two (2) parents/guardian and two (2) Team Officials. Note that all cheques must be issued with two (2) signatures at all times, which must include one (1) Team Official and one (1) parent/guardian. Ensure full compliance with this requirement; the Club will verify cancelled cheques on a monthly basis.

Team Officials must prepare a sheet to be signed by all parents/guardians approving the team bank account signing officers, and then submit this sheet to Club.

### Account Confirmation:

Team must forward a copy of the bank account information detailing all signing officers (i.e. 2 Team Officials and 2 parents/guardians) and samples of their signatures to the Club.

### Player/Parent Receipts:

Team must provide receipts for all incoming payments from parents/guardians denoting cash or cheque. Carbon copy Receipt Books can be purchased at any office supply store. Receipt Book must be intact at the end of the season (all carbon copies present).

### Debit Cards / Cash Disbursements:

Prohibited – All payments by the team must be made by cheque. In the cases where cash payments are required (e.g. game sheets, referee payments, etc.), the team shall issue a cheque to one of the Team Officials noting purpose of payment on the cheque (e.g. game sheets, referee payments, etc.).

**Thanking you in advance for you cooperation.**

**Lucy Carvalho**

Treasurer & Secretary