



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

## New Bank Account Form

DATE: \_\_\_\_\_

<b>OWNER:</b>	West Contra Costa Unified School District				
<b>School Name:</b>					
<b>Account Type:</b>	<b>Student Body:</b>		<b>Petty Cash:</b>		
<b>Signer:</b> (Name/Title)					
<b>Signer:</b> (Name/Title)					
<b>Signer:</b> (Name/Title)					
<b>Signer:</b> (Name/Title)					
<b>How would you like the signed letter to be sent to you?</b>					
<b>Email</b>		<b>Inter-District Mail</b>		<b>Pick-Up</b>	

All accounts must have at least two signers.

Provide this complete form to Christine Yung at [CYung@wccusd.net](mailto:CYung@wccusd.net) and he will request that Sheri Gamba draft a letter to the Mechanics Bank.

Please allow 3-5 days for processing.

New accounts are only to be created at the Hilltop Mechanics Bank Branch.

Deposits may be made at any Mechanics Bank branch.

**Hilltop Branch**  
**3170 Hilltop Mall Rd.**  
**Richmond, CA 94806**  
**(510) 262-7251**

Please provide the new account number and account name to Christine Yung at [CYung@wccusd.net](mailto:CYung@wccusd.net)

\_\_\_\_\_  
Requestor Signature & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Authorization

\_\_\_\_\_  
Date