



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

## Name Change Bank Account Form

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

<b>OWNER:</b>	West Contra Costa Unified School District			
<b>School Name:</b>				
<b>Account Number:</b>				
<b>Account Type:</b>	<b>Student Body:</b>	<b>Petty Cash:</b>		
<b>Signer:</b> (Name/Title)		<b>Add</b>	<b>Remove</b>	
<b>Signer:</b> (Name/Title)		<b>Add</b>	<b>Remove</b>	
<b>Signer:</b> (Name/Title)		<b>Add</b>	<b>Remove</b>	
<b>Signer:</b> (Name/Title)		<b>Add</b>	<b>Remove</b>	
<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 Billy Beltran at [BBeltran@wccusd.net](mailto:BBeltran@wccusd.net) and she will request that Sheri Gamba draft a letter to the Mechanics Bank.

Please allow 3-5 days for processing.

Name changes are only to be made at the Hilltop Mechanics Bank Branch.

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

Requestor Signature & Title

Date

District Authorization

Date