



It starts with Scouts.

**Scouts Canada  
National Office**

1345 Baseline Road  
Ottawa, ON K2C 0A7  
support@scouts.ca

## Change of Signing Authority

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BANK NAME

\_\_\_\_\_  
BANK ADDRESS

**Re: Account No, Scouts Canada –**

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
GROUP NAME

To Whom It May Concern:

Scouts Canada is the country's leading co-ed youth organization, offering programming for children and youth aged 5-26. With over 50,000 youth participating across the country, staff, and volunteers' partner together to support the organization.

I am writing to you as a staff representative of the legal parent corporation, Scouts Canada, to formally request an update to the authorized signatories on the referenced account.

Authorized Signatories:

**Two signing officers are required** on the account. The following individuals are authorized to act as signatories:

\_\_\_\_\_  
**SIGNING AUTHORITY 1: SCOUTER FULL LEGAL NAME – SCOUTING TITLE**

\_\_\_\_\_  
**SIGNING AUTHORITY 2: SCOUTER FULL LEGAL NAME – SCOUTING TITLE**

\_\_\_\_\_  
**SIGNING AUTHORITY 3: SCOUTER FULL LEGAL NAME – SCOUTING TITLE**

We encourage all groups to have only one account to facilitate the management and tracking of funds.

Thank you for your assistance in this regard.

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
STAFF FULL NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SCOUTS CANADA