

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

New Bank Account Form

DATE: _____

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

All accounts must have at least two signers.

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

Please allow 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) 2627251

Please provide the new account number and account name to Christine Yung at