



Process for Changing Bank Account Name at Wells Fargo

- 1) Get signed minutes of the WM Board of Directors meeting for the PM or CFO changed with at least 2 signatures (wet or e-signed) (BOD President and CFO recommended.)
 - 2) It's possible some banks only accept wet signatures so prioritize wet signatures if possible.
- IF you want to change the address: No PO Box, must be physical mailing address
 - To change the authorized signers: Remove previous key executive(s), must be on letterhead and with new address if changed. See example at https://wiki.amtgard.com/Westmarch_BoD.
 - This document may be sent via email to the Wells Fargo representative ahead of the appointment date
- 2) Make a Business Account Appointment at any Wells Fargo branch – Request at least a one-hour appointment for this transaction.
- Representative of Westmarch must provide 2 forms of ID if you're not a current Wells Fargo account holder
 - There are 4 accounts therefore 4 rounds of paperwork will be signed at the bank. This information can be provided by the PM and is located in the Westmarch Google Drive Perpetual Ledger.
 - A new Debit/Credit card will be issued to the individual's home address within 7-10 business days