



Procedure: Opening a Team Bank Account for Burnaby Female Ice Hockey Association (BFIHA)-Affiliated Teams

To open a non-profit business account for your BFIHA team, please follow the steps outlined below.

Steps to Open the Account

1. Request Letter of Direction

- Request a Letter of Direction from the Director of Divisions (divisions@burnabywildcats.ca). Please note, this is a legal document and the Association could be held liable for any misuse on the account. Please provide in the request email:
 - Full legal names of **at least TWO** individuals who will be authorized to use the bank account
 - The roles on the team for **both** individuals (ie. Team manager, co-manager, treasurer etc.)
 - File with written signatures for **both** individuals. The signatures will be cut and pasted into the document. Pdf, jpeg, or doc files can be accepted. Signatures are required upfront to manage any risk.
 - Team name that the bank account will be used for (eg. Burnaby Wildcats U11 C3)

2. Book an In-Person Meeting at Scotiabank

- Contact our Business Advisor, Alice Jin, to schedule an appointment.
alice.jin@scotiabank.com
604-668-3939 extension: 3000
- Email your Letter of Direction in advance of the meeting.
- Meeting will be held at the following Scotiabank location:
9-4299 Kingsway
Burnaby, BC V5H 1Z5

3. During the In-Person Meeting

- Request a **Not for Profit Basic Business Chequing Account** under your team's name ((eg. Burnaby Wildcats U11 C3), affiliated with BFIHA.



- Sign the **Onboarding Package & Pricing Agreement Letter**
 - The Pricing Agreement Letter entitles you a Monthly Core Service Charge Discount of 99% on published rates up to a monthly maximum of \$50 per account. Any charges in excess of the monthly maximum will be applied to the account. Duration of up to one year upon acceptance. An example Pricing Agreement Letter is shown at the end of this document.
 - The Basic Business Account will have a \$10.95/month account maintenance fee that will be covered by the \$50 monthly core service charge discount. Account maintenance fee is waived if you maintain a minimum monthly balance of \$8,000.
 - All incoming e-transfers will be free when using ScotiaConnect.
 - ScotiaConnect offers 20 free outgoing e-transfers every month. Any further outgoing e-transfers will be charged \$1.00 and do not fall under the discount scope.
- Sign the **ScotiaConnect Agreement** which will provide you with online business banking access.
- ScotiaCards will be issued to authorized signers as applicable.

4. **Book a 15-Minute Follow-Up (Online)**

- Schedule a follow-up meeting within 10 business days.
- During the follow-up, the advisor will assist you with:
 - ScotiaConnect registration
 - E-transfer setup

Account Closure Procedures

Please complete the following steps **after** you receive your last statement.

1. Team Preparation

- Download all statements online.
- Transfer balance out.



2. Notify the Business Advisor by Email

- Inform them that your team account needs to be closed.
- The Business Advisor will request removal of ScotiaConnect services.
- Once ScotiaConnect is removed, the Business Advisor will notify you via email or phone.
- You may then visit any Scotiabank branch to close the account at the front line. Account closure fees are waived by ScotiaBank.



Sample Pricing Agreement Letter from Scotiabank

Dear

Re: Pricing Agreement Letter

Further to our recent discussion(s), The Bank of Nova Scotia (Scotiabank) is pleased to offer you this pricing for up to a one year term subject to your acceptance and agreement of the stated Terms and Conditions.

Key Features:

A discount on your Basic Business Account(s) core service charges as outlined in your Guide to Fees and Interest Schedules brochure and on Scotiabank's website, www.scotiabank.com.

The Offer:

(a) Account Details

- i. Type of Account: Basic Business.

Note: USD Basic Business Accounts are not eligible for Non-standard Pricing.

- ii. Account Number(s):

(b) Pricing

Monthly Core Service Charge Discount: of _____% on published rates up to a monthly maximum of \$50 per account. Any charges in excess of the monthly maximum will be applied to the account.

(c) Term

Duration of up to one year upon acceptance after which core service charges will revert to published rates.

(d) Commencement

Once accepted, the special pricing arrangement will be applied to your account within 15 business days.

(e) Expiry Date of Offer

If this pricing is not accepted within 30 days of the date of this offer, the offer shall be deemed null and void.

Terms and Conditions:

- This pricing can be terminated by either party on 30 days prior written notice.

You confirm that:

- you have been provided with a copy of the Business Banking Service Agreement (BBSA) and agree to be bound by its terms and conditions.
- you have been advised of the service charges associated with your accounts and you agree to pay them.
- the information you provide to us at any time pursuant to this agreement or in connection with the services is true, accurate and complete and we shall not be responsible in any way for errors resulting from the inaccuracy or incompleteness of any information provided to us by you or any other officer, employee or agent of yours.
- you acknowledge that only deposits held in Canadian currency, having a term of five years or less and payable in Canada are insurable under the Canadian Deposit Insurance Corporation Act of Canada up to maximum statutory amounts.
- You agree to the terms of the Scotiabank Privacy Agreement, which is available at www.scotiabank.com/privacy or any Scotiabank branch. When providing the personal information of other individuals, you confirm that you have their consent to do so in accordance with these provisions and the Scotiabank Privacy Agreement.

If you accept this offer, please sign below.

Thank you for considering Scotiabank.

_____ AUTHORIZED BANK SIGNATURE	_____ TITLE	_____ DATE
_____ AUTHORIZED CUSTOMER SIGNATURE	_____ TITLE	_____ DATE

FOR INTERNAL USE

- ☐ Competitive (RELD, 111111)
☐ Relationship (RELD, 111111)
☐ DVP (RELW, 444444)
- see DVP authorization attached

BSC Transit No. BSC Fax No.

Branch Transit

Branch Contact

