

NEW BANK ACCOUNT REQUEST FORM

Part 1 Important: Read and complete this part first

This form is intended to be completed by Harvard departments seeking to obtain a new bank account (both domestic and international). All related bank accounts must be opened by the Treasury Cash Management Office in accordance with the policy on University Bank Accounts. Most accounts can be opened within six weeks of notification but depending on the country could take six months or longer.

The policy and associated procedures can be reviewed at: http://vpf-web.harvard.edu/ofs/policies/documents/unive_bank_accou.pdf.

Before completing Part 2 of this form, a department seeking to obtain a new bank account must contact its tub financial dean's office (or equivalent) to discuss the details of the associated project. After discussing the project, an appropriate representative of the tub financial dean's office (or equivalent) must complete the following two steps:

1. Read Harvard University's International Programs Planning Guide, available at www.globalsupport.harvard.edu
2. Contact Global Support Services (globalsupport@harvard.edu or 617-496-1072) for advice on tax impacts (such as a possible FBAR requirement for signatories, referred to immediately below) and local legal requirements.

To be completed by the representative of the tub financial dean's office (or equivalent):

- I certify that I have read the University's International Programs Planning Guide.
- I certify that I have talked to a Global Support Services (GSS) consultant about the international project.
- I understand that a University employee who has signature authority over a University foreign bank account may be required by the IRS to file a personal Report of Foreign Bank and Financial Accounts (FBAR), and certify that I have notified the signer of this information.

Tub Financial Dean's Office (or equivalent) Representative Name: _____

Representative Phone: _____ **Representative Signature:** _____

Date GSS Contacted: _____ **Name of GSS Consultant:** _____

Part 2

Requesting Tub #: _____ **Requesting Org #:** _____

Project Director Name: _____ **Phone Number:** _____

Project Location (country and town): _____

Anticipated Project Start Date: _____ **Anticipated Project End Date:** _____

Maximum Dollar Limit: _____

Bank Account Name: _____

Detailed business purpose of the bank account: _____

Please provide any information on cash or banking needs (e.g. branch presence, customer service representative, cash deposit, cash withdrawal, payroll, etc.): _____

Name(s) of those authorized to be a signatory for the LTOA bank account (must be a university employee):

Name (print or type)

Name (print or type)

Financial Dean or Designee Name: _____

Financial Dean or Designee Signature: _____

Date: _____

Print and mail the completed original form to: Cash Management Office – Office of Treasury Management – 1033 Massachusetts Ave., 4th Floor, Cambridge, MA 02138 or email to kit_lam@harvard.edu. If you need assistance completing this form please call 617-384-6919.