



DEPARTMENT OF THE ARMY  
UNIT LETTER HEAD

Unit Code

01 October 2021

MEMORANDUM FOR Manager, Community Bank

SUBJECT: Authorization to Establish Bank Account

1. Authorization to establish an account at Community Bank is granted to the below named Unit Informal Fund or Solider and Family Readiness Group.
2. Account Information:
  - a. Organization Name: Unit Name as written on SS-4
  - b. EIN/TIN:  
(Copy of IRS Form SS-4 attached with request)
3. The balance of this account should not exceed \$10,000.
4. The expiration date for this letter of authorization is 2 years from date at the top.
5. Point of contact is the below signed at, DSN: or CIV:, Email:

Commander signature block & hand signature