



DEPARTMENT OF THE ARMY
UNIT LETTER HEAD

Unit Code

01 October 2021

MEMORANDUM FOR Manager, Community Bank

SUBJECT: Change Fund Custodian for a Unit Informal Fund or Solider and Family Readiness Group

1. Authorization change fund custodian at Community Bank is granted to the below named Unit Informal Fund or Solider and Family Readiness Group.
2. Account Information:
 - a. Organization Name:
 - b. EIN/TIN:
 - c. Last Four of Account #:
 - d. New Custodian Name:
 - e. New Custodian phone number:
 - f. New Custodian email:
3. The outgoing custodian,(insert name here), will be available or unavailable to sign over the account.
4. The balance of this account should not exceed \$10,000.
6. Point of contact is the below signed, Name, title, DSN: or CIV:, Email:

Commanders signature block & hand
signature