

## Chapter Financial Information and Annual Update

This information should be updated at the beginning of each fiscal year and is required to maintain Active Status

**Update due by August 31st each year for the previous fiscal year (July 1 - June 30)**

Name of Chapter: \_\_\_\_\_

Primary Financial Contact: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Phone Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\*Primary Bank Contact: \_\_\_\_\_ Bank Contact Phone Number: \_\_\_\_\_

Name on the Account: \_\_\_\_\_

\*\*Balance as of June 30<sup>th</sup>: \_\_\_\_\_

\*\*\* Names on Signature Card

<b>1 (required)</b>		Position with Chapter:	
<b>2 (required)</b>		Position with Chapter:	
3		Position with Chapter:	
4		Position with Chapter:	

**\*Please make sure Bank Contact is aware their information was given to the NAA for follow-up. Have them make note that information about the account can be provided to the NAA.**

**\*\*Chapters will be required to update this Information annually as part of the requirements to be considered an Active Chapter. If necessary, the Chapter should be able to provide Bank Statements and/or Balance Sheet and Income Statement for the previous Fiscal Year ending on June 30th.**

**\*\*\*The NAA requires 2 party signature checks with non-related parties.  
The NAA strongly recommends having a 3rd individual with access to the bank statements**

**Please sign and date the following statement:**

*I agree to hold a semiannual review of chapter bank records with all individuals with signing power and access to bank statements*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date