
RBC Banking Information for Church Treasurers & Bookkeepers

Establishing New Current Accounts at RBC

RBC requires a signed copy of the board meeting minutes on church letterhead indicating the full name and address of the church and the names of the officers elected. The minutes should also state how signing is to be set up for cheques and for other agreements. Please note that a standard safeguard in volunteer organizations requires two authorized officers to sign all cheques.

Send information by email to yohann.vora@rbc.com or by fax to **604-575-1687** with **Attention: Yohann Vora** on the cover page. Indicate which branch the church would like the account opened at and provide a contact name, email address, and telephone number.

Should the church require an additional account(s), email or fax instructions to Yvonne Stearns with the request indicating who the signing officers will be as well as the purpose of the account. If the account signing is different from the existing account, new authorization forms will be required.

Allow 7-10 business days for documentation to be sent to the church by email. Once received, please contact **Royal Direct at 1-800-769-2520** to book an appointment with your local branch to present the required two pieces of personal identification for each signing officer. Picture ID (such as a passport or driver's license) is required along with secondary identification (such as a health care card or credit card).

If cheques and deposit slips are required, please advise the local branch and they will place the order. Return the signed original forms to:

Yohann Vora
RBC Commercial Financial Services
118-5455 152nd Street
Surrey, BC
V3S 5A5

A confirmation email will be sent to the church once the bank's records have been updated.

Changing Signing Officers

For updates to current account authorizations and/or signing authorities, email a signed copy of the minutes of the meeting indicating the officers elected to yohann.vora@rbc.com or fax to **604-575-1687** with **Attention: Yohann Vora** on the cover page.

Allow 7-10 business days for documents to be sent back to the church by email for review and signature. Please contact **Royal Direct** at **1-800-769-2520** to book an appointment with your local branch to meet with a bank representative and present the required two pieces of personal identification for each signing officer.

Online Banking/RBC Express Core Services

For churches that wish to create a secure environment and protect against internal and external fraudulent activities, **RBC Express Core Services** allows appointed administrators who will have the ability to approve users and establish multilevel security permissions.

Electronic Payables, Receivables, and Donations

RBC encourages churches to reduce the number of cheques they write as much as possible and convert to electronic payment options. With increasing postage, stationery, and printing costs and the added time involved, using electronic payment options reduces costs, improves efficiency, and reduces the risk of fraudulent activity. You can do this by setting up **RBC Express ACH Direct Deposit Service** or **RBC Express Pay as You Go Direct Deposit Service**.

RBC encourages churches to promote electronic giving to their congregations as they believe this will result in increased donations and reduced costs. This can be done by setting up **RBC Express ACH Direct Payments** or **Corporate Creditor Service**.

Wire Transfers

As the Christian & Missionary Alliance is a mission-focused organization, both on a local level as well as globally, a number of individual churches send funds to others in need around the world.

By using **RBC Express Pay as You Go Wire Payments**, the church can securely transfer funds to virtually anywhere. These transfers can be made in many currencies, in any amount, from any computer that has Internet access. This helps avoid the potential errors and costs associated with traditional methods like courier or in-person bank visits.

Please feel free to contact your RBC Team at any time!

Jessica Wang

Senior Account Manager

jessica.wang@rbc.com

604-575-1680

Responsible for overall client relationship

Yohann Vora

Associate Account Manager

yohann.vora@rbc.com

604-575-3388

Responsible for regular contact regarding daily operations and services provided

General Helpline

1-800-769-2520

Inquiries about cheques, stop payments, statements or Visa

RBC Express Hotline

1-800-769-2535

Electronic banking related matters