



To: NYSWI Region Directors
From: Mary Stelley, NYSWI Treasurer
Date: October 30, 2012
Subject: Region/District Bank Accounts

As of July 1, 2012, NYSWI Districts are now known as Regions. Due to this name change, each Region will need to contact their local bank and make the appropriate name change with the bank. In order to make the name change, the following steps should be taken:

1. The Region Director should create a signed cover letter requesting the name change;
2. The cover letter should include the Region/District bank account number;
3. Attach the memo on the next page that is the official notification of the name change; and
4. Sign the appropriate paperwork as requested by your financial institution.

Please contact me with any questions or concerns.



To: NYSWI Region Directors
From: Mary Stelley, NYSWI Treasurer
Date: October 30, 2012
Subject: Region Name Change

As of July 1, 2012, NYSWI Districts are now known as Regions. Please note this name change and change all appropriate files, bank accounts, etc. If you need a copy of the official meeting minutes reflecting the name change, please contact me for a copy.

Please let me know if there are any questions or concerns.