

Date

MEMORANDUM FOR Commander, U.S. Army Garrison Rheinland-Pfalz, ATTN:
Private Organization Liaison, Unit 23152, APO AE 09067

SUBJECT: Request to Open Bank Account for Private Organization

1. Request approval to establish saving/checking account at Community Bank/Service Credit Union for the below named Private Organization (PO).

2. Account Information:

a. Organization Name: PO Name (PO)

b. Tax/Employer Identification Number (TIN/EIN): xx-xxxxxxx
(Copy of IRS Form SS-4 attached with request)

c. Last Four of Account #: TBD

d. Custodian Name: Name

e. Custodian Telephone Number: Phone number

f. Custodian Email: E-mail address

3. Point of contact is (name, email, phone)

Name
Title
Organization Name