

WVU Student Organization- Account Opening

1. This service is by appointment only. All documents must be reviewed prior to scheduling.
2. The name of the organization MUST be the same on all the documentation. This name is determined by your constitution.
3. A Student Organization Certification Form validating that the organization/association is recognized and list the new officers being named.
4. Tax ID Number- if the organization doesn't have one you can apply online for a EIN at the IRS.gov website.
5. Constitution/Bylaws on the WVU Engage Page.
6. Signed Letter of Authorization from the University on WVU Letterhead showing that the organization is registered and in good standing with the university.
7. Meeting minutes- Must include the info below
 - a. Business Name
 - b. Date and Time
 - c. Attendees (all names and titles)
 - d. Meeting minutes should state who will be on/opening the bank account.
 - e. Meeting minutes must be signed and dated by the officer responsible for keeping the minutes (usually the secretary).
8. Anyone that will be added onto the bank account must be present with 2 forms of ID
 - a. First form of ID: Photo ID (Driver's license, passport, ect.)
 - b. Second form of ID: Debit card, student ID, ect.

Please send your documents to Lexis Ring (lexis.ring@pnc.com) . Once they are reviewed you will be contacted to set up an appointment.

WVU Student Organization- Change of Signers

1. This service is by appointment only. All documents must be reviewed prior to scheduling.
2. The name of the organization MUST be the same on all documentation.
3. A new Student Organization Certification Form listing the new officers being named.
4. Officer Titles and roles MUST match what is on the constitution/by laws found on the WVU Engage page.
5. Signed Letter of Authorization from the University on WVU Letterhead showing that the organization is registered and in good standing with the university.
6. Meeting minutes- Must include the info below
 - a. Business Name
 - b. Date and Time
 - c. Attendees (all names and titles)
 - d. Meeting minutes should state who will be on the bank account.
Which officer is being removed/added
 - e. Meeting minutes must be signed and dated by the officer responsible for keeping the minutes (usually the secretary).
7. Anyone that will be added onto the bank account must be present with 2 forms of ID
 - a. First form of ID: Photo ID (Driver's License, Passport, etc..)
 - b. Second form of ID: Debit card, Student ID, etc..
8. If a previous signer cannot be present for the name change you need a signed letter from the faculty advisor stating the names & titles of who is being removed and who is being added to the account.

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