

Information Needed to Change Signers on a WVU Student Organization Account

- Updated WVUEngage page with the current officers and/or signers. (This should be the approved form not the application. You can gain access to this document through the Office of Student Engagement and Leadership at WVU).
 - *If you are a Greek Organization, we can also accept your updated roster which **MUST** be signed and stamped by the Greek Life Office.*
- Meeting minutes with full legal title of the Organization, officer elections and which of those officers should have access to the bank account. These minutes should reference who is being removed from the account and who is being added to the account and should be signed by all existing officers.
 - If these meeting minutes cannot be signed by all existing officers, we will need a signed letter from the club advisor on WVU letterhead simply stating who we are removing and who we are adding to the account.
- All signers present with two forms of ID (usually driver's license and student ID or employee ID)

As a reminder, student organization accounts are considered business accounts. Because of this, only specific employees are able to assist you. To make sure that we serve you in a timely manner, please email all required documents ahead of time and call to set an appointment once those documents have been approved. Thank you!

PNC Bank

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