



New Bank and Investment Account Set-Up Form

Note: This form must be completed immediately upon the establishment of any new bank, investment, or stock brokerage accounts at Loyola University Chicago to ensure that these accounts are properly recorded on the University's general ledger.

Prepared by: _____ Date: _____

GENERAL ACCOUNT INFORMATION

Account Name: _____

Account Number: _____ Routing Number: _____

General Purpose of Bank or Investment Account:

Bank Statement Address:

(The unopened bank statement must be mailed directly or be accessible on-line to the General Accounting Department) at the following address:

Loyola University Chicago
Attention: General Accounting Department
Lewis Towers - 13th Floor
820 N. Michigan Ave.
Chicago, IL 60611

ACCOUNTING INFORMATION

Bank Reconciler Name: _____

G/L Accounting Unit: _____

GL Account: _____

Cash Books Code (if applicable): _____