



DATCU

Student Organization New Account Checklist

There are several easy steps to open a student organization account at DATCU. Completing them in order makes it easier for UNT Student Affairs and DATCU to offer you the best possible banking experience.

[Direct to the checking account verification form](#)

Obtain UNT Student Affairs Authorization Letter

Visit Student Affairs office on the 3rd floor of the Union to request an authorization letter with specific information that identifies your organization as an official UNT student organization.

Request Organization EIN [Direct to IRS for more info](#)

Your organization must have a federal tax identification number for DATCU to recognize it as a non-profit group.

Visit UNT Union Branch to complete a new DATCU Resolution and Signature Card

When you have your UNT authorization letter and your EIN, all authorized signers on the account must visit the DATCU University Union location to physically sign a resolution and signature card. This provides account access to officers within your organization.

[...UNT student organization verification letter...](#)

Student Organization Existing Account Revisions

If your organization already has a DATCU account and needs to add or remove account access or signature privileges to the account, simply complete the following steps.

Provide Meeting Minutes or a UNT Student Affairs Authorization Letter

Bring one of the documents into the DATCU Union Branch. Should you supply a copy of your most recent meeting minutes, please also provide a copy to your Student Affairs representative.

Update DATCU Resolution and Signature Card

Existing officers or authorized signers do not have to visit the Union Branch to update the resolution card but organization representatives being added as new officers or signers must visit DATCU with identification to sign the new resolution. Each new signer can visit at different times.



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