



# LOYOLA

UNIVERSITY CHICAGO

## 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

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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 - 13<sup>th</sup> Floor  
820 N. Michigan Ave.  
Chicago, IL 60611

### ACCOUNTING INFORMATION

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Bank Reconciler Name: \_\_\_\_\_

G/L Accounting Unit: \_\_\_\_\_

GL Account: \_\_\_\_\_

Cash Books Code (if applicable): \_\_\_\_\_