### THE BANK

* All accounts are with AIB
* There are two AIB banks in Maynooth: one on Main Street and the branch on campus, John Hume building
* The branch on Campus only handles cheques therefore all coin must be lodged through the main branch in the town
* TIP: Grab a few coin bags from the bank at the beginning of the year; they will come in handy when you need to lodge coin. The bank will not take coin unless it is sorted into these bags! Do this before you go in, it saves you time as the cashier will not do it for you!
* Remember to upload all your lodgement slips onto MSULIFE.

**CHANGING SIGNATORIES**

* Each Club and Society must have 3 signatures assigned to the account – President, Treasurer and Secretary
* Change of Signatory application forms are available from the SU Front Office – complete and return to Mary Mac Court, SU Front Office. Mary will then give you a letter stating you are the signatories for the academic year. Take letter and application form to AIB in John Hume for the changeover to be processed. If you are an AIB customer ID is sufficient but if you are not you will need to bring photo ID and a letter/utility bill received to your permanent address within the last six months

**How to write a cheque**

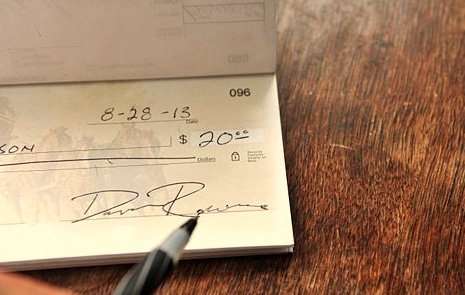
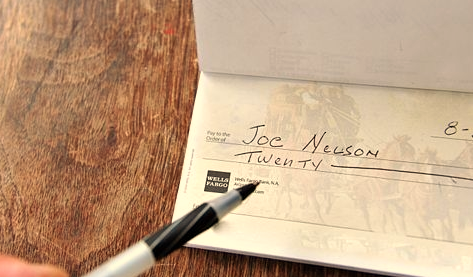


When filling out the cheque, write the date on the line in the upper right hand corner.



Write the recipient’s name on the line that says "Pay." If it's to an individual, include both their first and last names. If the cheque is going to an organization, write out its full name; do not use acronyms unless explicitly given permission.

In numeral form, write the amount of the cheque in the box to the right of the "Pay For example, if you want to write a check for the amount of 300 hundred euro and ninety-nine cents, write 300.99

Write the amount of the cheque in word form on the line under the "Pay" line. For security reasons, it's good practice to include the word "only" after you write the amount and to draw a line to fill up the rest of the space. Continuing our example from above, you can write: 300 euro and ninety nine cent only.

Sign the cheque on the line in the bottom right corner. Your cheque will be invalid if it is not personally signed. It must be signed by two of your three signatories

**TIPS**

* When you write the amount of the cheque in the little box, make sure you write it as close to the euro sign as possible. Forgers will try to sneak in an extra digit
* Always use pen. Gel pens are recommended because ink removing liquids do not work as well with the gel
* Always sign your name the same way
* Always draw a line if there is still space after you write your amount in word form. This will prevent someone writing in an additional few zeros
* Always make sure you use the correct date. If you don't know the date, guess an earlier one. You can postdate a check, but not everyone will accept them
* Always fill in the stub with all the required details to keep track of your cheques