

Texas Annual Conference of the UMC
5215 Main Street
Houston, TX 77002

Verifying Safety Deposit Box

Annually, you should check and add/change the people authorized to access your deposit box. Your bank will have a form for you to fill out when you first open a safety deposit box. On the form will be the names and signatures of the people authorized to open the safety deposit box. It may be that you will want to wait for your new chairs and committee members to be selected, and then make any necessary changes or additions. Remember that usually the bank will require at least one person who was on the form for the box to be present to make these changes. Churches may have the financial secretary and two other finance members as signers on the form or they may have a finance member and a trustee member. Whichever you choose, make sure that you have someone who is accessible and have at least three people on the form. Two people should be required to access the deposit box together.

Below is an example of a procedure used at a local church:

Safety Deposit Box

The safe deposit box is currently at a local bank. The keys are kept in the office safe. The signatories are the Chair of the finance board, the Chair of the Trustees, and the treasurer. The documents held in the safe deposit box are deeds, mortgage papers and other similar items. A complete list of items is available from the finance Secretary.

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