

**NORTHWOOD TRUSTEE OF TRUST FUNDS**

**CHECK SUBMITTAL FOR DEPOSIT**

1. **Signed detailed cover letter** to the Trustee of Trust Funds requesting the attached check in the amount of \$00.00 from a specific (Name of Entity) be deposited in (Name Specific) Trust Fund or Capital Reserve Account. **One original signed letter and one copy please.**
2. **TWO Copies** of **Original Warrant authorizing the deposit to Trust Funds.**
3. **TWO Copies** of the **Annual Minutes approving the deposit of said check and the Trust Fund or Capital Reserve Fund that the check is being deposited into.**
4. **TWO Copies** of the check that is to be deposited into the above account
5. **ALL OF THE ABOVE MATERIALS MUST BE SUBMITTED TO THE TRUSTEE OF TRUST FUNDS AS A COMPLETE PACKET WITH YOUR CHECK FOR DEPOSIT.**
6. **Mailing address:** Northwood Trustee of Trust Funds, PO Box 84, Northwood, NH 03261

10/20/2023