

Office of the Treasurer
Application for Appointment of Assistant Treasurer
for Online Contribution System

Name of Local Spiritual Assembly: _____

Locality Code: _____ (For example: IL9555)

LSA Contact Email Address _____

Full Name of Local Treasurer: _____

Baha'i ID# of Local Treasurer: _____

Local Treasurer Contact Phone#: _____ Email: _____

Is Local Treasurer a Registered OCS user Yes No?

Name of Assistant Treasurer: _____

Baha'i ID# of Assistant Treasurer: _____

Contact Phone# of Assistant Treasurer: _____ Email: _____

Signature lines for the Local Treasurer and one additional LSA Member. Two signatures are required.

Local Treasurer

Name: _____ Signature: _____ Date: _____

LSA Member

Name: _____ Signature: _____ Date: _____

Please Mail, Fax, or Email this form to:

Office of the Treasurer
1233 Central St. Evanston, IL 60201
OCSSupport@usbnc.org
Fax: 847-556-6444

Please allow up to 2 weeks for processing from the time your application is received.
Once the application is processed and approved, a confirmation letter will be sent to the LSA email stating the registration of your local fund in the *Online Contribution System*.
This form must be renewed for each fiscal year upon appointment of an Assistant Treasurer.