

# Office of the Treasurer

## Application for LSA Enrollment in the Online Contribution System (OCS)

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New Participant – LSA listed in OCS  
Holding Account – Transfer to LSA twice a month

Change of Bank Information

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Name of Local Spiritual Assembly: \_\_\_\_\_

Locality Code (For example: IL9555): \_\_\_\_\_ Bahá'í ID# of the Treasurer: \_\_\_\_\_

Full Name of the Local Treasurer: \_\_\_\_\_

Treasurer Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

..... **LSA Bank Account Detail** .....

Name on the Account: \_\_\_\_\_

Type of Account (Checking/Saving): \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

9-Digit Bank Routing Number (REQUIRED): \_\_\_\_\_  
Confirm your bank's routing number for receiving incoming transactions

Bank Account Number (REQUIRED): \_\_\_\_\_

Bank Contact Name: \_\_\_\_\_

Bank Contact Telephone/Email: \_\_\_\_\_

Bank Address: \_\_\_\_\_

### LSA Signatures for the Local Treasurer, Secretary and Chairperson – REQUIRED

Local Treasurer

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail: Office of the Treasurer ▪ 1233 Central Street ▪ Evanston, IL 60201 ▪ or Email: [Finance@usbnc.org](mailto:Finance@usbnc.org)

Please allow 3-5 days for processing from the time your application is received. Once processed, a confirmation email will be sent to the LSA members listed here reporting the availability of their local fund in the Online Contribution System.