



# DLS WITHDRAWAL REQUEST FORM

Note: This form is to be used for any withdrawals from funds on deposit or loan drawdowns. Requests are typically processed within 1-2 business days if received by 2 PM; please call to confirm if funds must be received by a certain day. Any incomplete information may result in processing delays.

**Request Date:** \_\_\_\_\_

## Parish/ School/ Agency/ Department

Name: \_\_\_\_\_

City: \_\_\_\_\_ DLS Location #: \_\_\_\_\_

Requester Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## DLS Account Info

Withdrawal from Funds on Deposit (DLS Account # \_\_\_\_\_)

Loan Drawdown (DLS Account # \_\_\_\_\_)

\*Note that loans must be preapproved by the Archdiocese

## Receiving Bank Account Info

ACH Funds to the Following Account

Wire Funds to the Following Account

Account # \_\_\_\_\_ Routing # \_\_\_\_\_

\*Please attach a copy of a cancelled check if funds have not been previously transferred to account

## Request Details

\*Please attach supporting documentation

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

## Purpose

General Operating Expenditures

Capital or Maintenance Expenditures

Building Office Approval: \_\_\_\_\_

\*Note that capital or maintenance projects in excess of \$10,000 require preapproval by the Archdiocese

## Approval

\_\_\_\_\_  
Pastor/ Authorized Signature

\_\_\_\_\_  
Name

## Transmittal Information

### Operating Request

Email: [ccountiss@arch-no.org](mailto:ccountiss@arch-no.org)

Fax: (504) 861-6202

### Capital or Maintenance Request (Building Office)

Email: [buildingoffice@arch-no.org](mailto:buildingoffice@arch-no.org)

Fax: (504) 861-7652

\* For any questions please contact: Christopher Countiss, Controller at (504) 861-6248; [ccountiss@arch-no.org](mailto:ccountiss@arch-no.org)