

CNIC 2018-2019

SUCCESSOR IN INTEREST LETTER INFORMATION AND INSTRUCTIONS

The format to use for the Successor in Interest letter is Sample # 7.
No others.

All Successor letters have to be on command letterhead and signed by an AUTHORIZED check signer who is also on the signature card for your Rec Fund account at the bank.

The original goes to the bank, keep a copy in your files, send us a copy.

The Successor letter is mandatory for all commands who receive funds from us, per CNICINST 1710.3 of 14Jun2013, paragraphs 222 & 235.
It is also mandated in DODINST 1015.10 of 06Jul2009.

A new format Successor letter is required every time a command changes check signers and/or changes banks. It doesn't matter if there was any change from one year to the next or not. A New one is still required every fiscal year.

Purpose: The Successor letter instructs the command's bank/credit union that we, CNIC (N948A) (Commander, Navy Installations Command) are successors to your MWR Rec Fund account should you abandon it. Your bank will ONLY take instructions from someone who is on the signature card at the bank. That is why a check signer must sign the Successor letter.

The bank does not require this letter but if we, CNIC, ever have to step in as successors, we have to have the Successor Letter to show the bank.

Beginning with fiscal year 2010, we are requiring everyone to submit a format Successor in Interest letter every year even if there is no change.

Navy policy requires official correspondence to be serialized. That is, a numbering system controlled by the command for their correspondence. It is a method of tracking/referencing correspondence. Use your command's system.

In the Successor letter you should present both checking and savings account numbers for the MWR Rec Fund.

If you need further assistance, contact Commander, Navy Installations Command, N948A, 5720 Integrity Drive, Millington, TN 38055-6500 at 901-874-6603 or fax to 901-874-2006.

Remember:

*** The authorized check signer MUST sign this letter. The CO's signature is optional. ***

**** This letter has to be completed every time you change check signers,
change banks, or bank accounts, and minimally, annually. ****