Request to Establish a Part-Time Location

A bank wishing to establish a part-time location at an elementary or secondary school, pursuant to Minn. Stat. sec. 47.52(c), or at a nursing home or senior citizen housing facility, pursuant to Minn. Stat. sec. 47.52(d), shall provide written notice of such intent.

The following supporting documents should be submitted along with the request:

- Board resolution authorizing establishment of the proposed part-time location.
- The name and address of the school, nursing home, or senior citizen housing facility in which the bank plans to operate.
- The proposed days and hours of operation and likely effective date of the proposed part-time location.
- A copy of the bank’s proposed contractual agreement with the school, nursing home, or senior citizen housing facility outlining the responsibilities of each party to the agreement. This should address any rental cost of space, liability, and security.
- Evidence that the bank’s insurance coverage, fidelity, liability, etc., relating to its banking operations will include the proposed part-time location.
- Comment in support of the proposed part-time location being operated in a manner consistent with safe and sound banking practices.
- If to be established at a school, evidence that the part-time location will be established in connection with student education programs approved by the school administration.

The request and supporting documents should be submitted to bank.applications.comm@state.mn.us