

***Request To Add a Signing Authority***

In order to add signing authorities to an account, please complete the following form forward to: ***Accounting Office ~ Data Control.***

***Account Number:*** \_\_\_\_\_

***Account Name:*** \_\_\_\_\_

***Signing Authority(s) to be added:***

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Name (Printed)***

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Name (Printed)***

If authority is restricted to class or \$ amount please complete the following:

Class \_\_\_\_\_ Amount \_\_\_\_\_ Class \_\_\_\_\_ Amount \_\_\_\_\_

Class \_\_\_\_\_ Amount \_\_\_\_\_ Class \_\_\_\_\_ Amount \_\_\_\_\_

***Requested by:*** \_\_\_\_\_  
Account Holder (Signature) Account Holder (Printed Name)

***Date Requested:*** \_\_\_\_\_

This section to be completed by Accounting Office

***Approved:*** \_\_\_\_\_  
Accounting Office Date

***Processed:*** \_\_\_\_\_  
Data Control Date