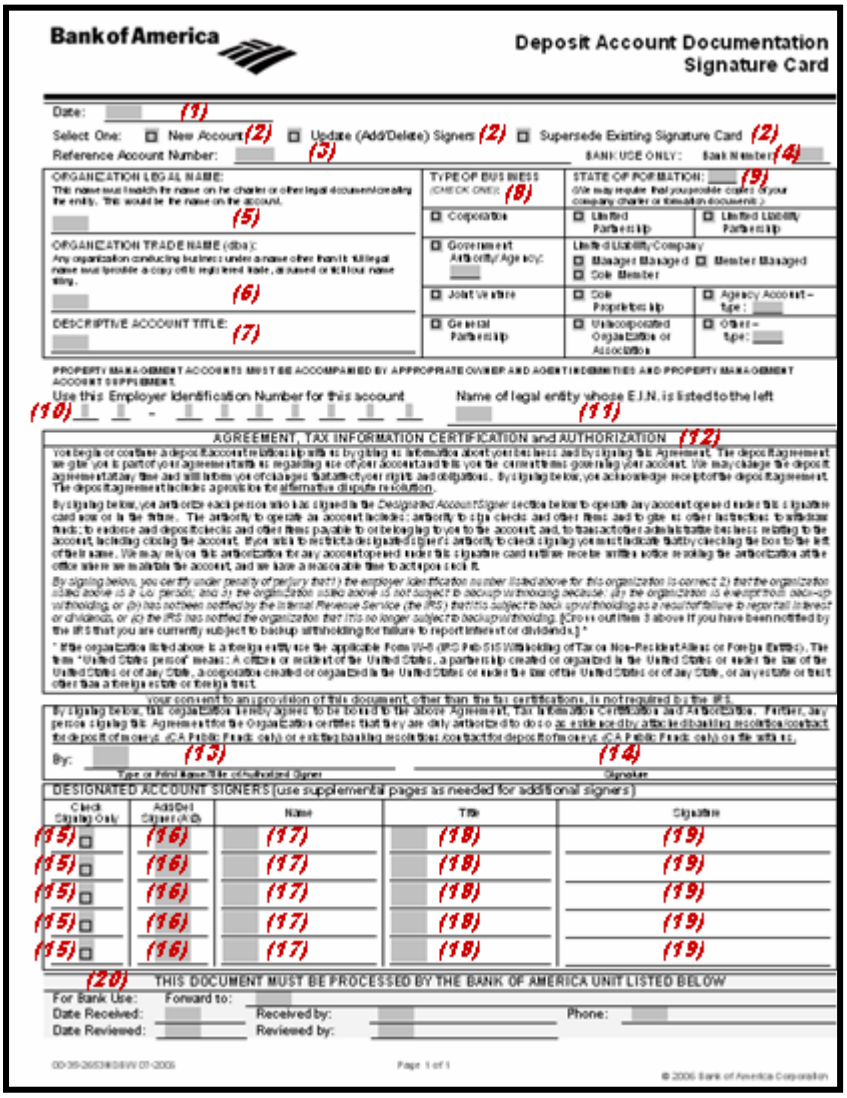
Bank of America

Deposit Account Documentation
Signature Card Instructions

To be used for all new account openings and to replace signature cards on existing accounts.



Bank of America — Deposit Account Documentation Signature Card

Date: (1)

Select One: ☐ New Account (2) ☐ Update (Add/Delete) Signers (2) ☐ Supersede Existing Signature Card (2)

Reference Account Number: (3) BANK USE ONLY: Bank Number (4)

ORGANIZATION LEGAL NAME: This name must match the name on the charter or other legal document creating the entity. This would be the name on the account. (5)

ORGANIZATION TRADE NAME (dba): Any organization conducting business under a name other than its full legal name must provide a copy of its registered trade, assumed or fictitious name filing. (6)

DESCRIPTIVE ACCOUNT TITLE: (7)

TYPE OF BUSINESS (CHECK ONE): (8)
☐ Corporation
☐ Government Authority/Agency:
☐ Joint Venture
☐ General Partnership
☐ Limited Partnership
☐ Limited Liability Partnership
Limited Liability Company: ☐ Manager Managed ☐ Member Managed ☐ Sole Member
☐ Sole Proprietorship
☐ Unincorporated Organization or Association
☐ Agency Account–type:
☐ Other–type:

STATE OF FORMATION: (9)
We may require that you provide copies of your company charter or formation document(s).

PROPERTY MANAGEMENT ACCOUNTS MUST BE ACCOMPANIED BY APPROPRIATE OWNER AND AGENT INDEMNITIES AND PROPERTY MANAGEMENT ACCOUNT SUPPLEMENT.

Use this Employer Identification Number for this account (10) __ __ - __ __ __ __ __ __ __

Name of legal entity whose E.I.N. is listed to the left (11)

AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION (12)

You begin or continue a deposit account relationship with us by signing us information about your business and by signing this Agreement. The deposit agreement we give you is part of your agreement with us regarding use of your account and it tells you the current terms governing your account. We may change the deposit agreement at any time and will inform you of changes that affect your rights and obligations. By signing below, you acknowledge receipt of the deposit agreement. The deposit agreement includes a provision for alternative dispute resolution.

By signing below, you authorize each person who has signed in the *Designated Account Signer* section below to operate any account opened under this signature card now or in the future. The authority to operate an account includes: authority to sign checks and other items and to give us other instructions to withdraw funds; to endorse and deposit checks and other items payable to or belonging to you or the account; and, to transact other administrative business relating to the account, including closing the account. If you wish to restrict a designated signer's authority to check signing you must indicate that by checking the box to the left of his/her name. We may rely on this authorization for any account opened under this signature card until we receive written notice revoking the authorization at the office where we maintain the account, and we have a reasonable time to act upon it.

By signing below, you certify under penalty of perjury that (1) the employer identification number listed above for this organization is correct; (2) that the organization listed above is a U.S. person; and (3) the organization listed above is not subject to backup withholding because: (a) the organization is exempt from backup withholding, or (b) has not been notified by the Internal Revenue Service (the IRS) that it is subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified the organization that it is no longer subject to backup withholding. [Cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding for failure to report interest or dividends.]*

* If the organization listed above is a foreign entity see the applicable Form W-8 (IRS Pub 515 Withholding of Tax on Non-Resident Aliens or Foreign Entities). The term "United States person" means: A citizen or resident of the United States, a partnership created or organized in the United States or under the law of the United States or of any State, a corporation created or organized in the United States or under the law of the United States or of any State, or any estate or trust other than a foreign estate or foreign trust.

your consent to any provision of this document other than the tax certifications, is not required by the IRS.

By signing below, the organization hereby agrees to be bound to the above Agreement, Tax Information Certification and Authorization. Further, any person signing this Agreement for the Organization certifies that they are duly authorized to do so as established by attached banking resolution/contract for deposit of moneys (CA Public Funds only) or existing banking resolution/contract for deposit of moneys (CA Public Funds only) on file with us.

By: (13) (14)
Type or Print Name/Title of Authorized Signer — Signature

DESIGNATED ACCOUNT SIGNERS (use supplemental pages as needed for additional signers)

Check Signing Only	Add/Del Signer (A/D)	Name	Title	Signature
(15) ☐	(16)	(17)	(18)	(19)
(15) ☐	(16)	(17)	(18)	(19)
(15) ☐	(16)	(17)	(18)	(19)
(15) ☐	(16)	(17)	(18)	(19)
(15) ☐	(16)	(17)	(18)	(19)

(20) THIS DOCUMENT MUST BE PROCESSED BY THE BANK OF AMERICA UNIT LISTED BELOW

For Bank Use: Forward to:
Date Received: Received by: Phone:
Date Reviewed: Reviewed by:

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1. Enter the date the signature card is being submitted to the Bank.
2. Check a box to indicate whether this signature card will be used to open a new account, to update signers (add or delete signers) on an existing account(s), or to supersede (replace) an existing signature card.
   Superseding a signature card replaces any and all prior signature cards for the accounts, and replaces all existing signers on the account(s) with the new signers listed under the "Designated Account Signers" section of the new signature card.
3. Provide an account number for which this signature card will be used. If this is a new account(s), use the account number(s) provided by a Bank of America Associate or the Associate will complete. If the signature card will be used to open, update or supersede additional accounts, complete and attach the "Add Account Form".
4. This is for "Bank Use Only".
5. Enter the full legal name of account holder/organization. This name **must match exactly** to your Organization's legal name found on its charter or formation documents, and **must also match** its Banking Resolution and Certificate of Incumbency.
6. Enter any Trade or DBA name used by your Organization if it conducts business under a name other than its full legal name. You must provide a copy of your Organization's trade, assumed or fictitious name filing.
7. Provide a descriptive account title if desired, to appear on the account (e.g. Operating Account, Rent Account, Tenant reserve). The descriptive account title cannot be another legal entity name. *An example of another legal name would be the legal name in item 5 reads ABC Corp., then item 7 cannot read ABC LLC.*
8. Check only the one box that best describes your Organization's type.
9. List the state where your Organization is registered, or if not registered, your primary place of business.
10. Enter the Employer Identification Number (EIN), to be used on the account(s). If an individual, use a Social Security Number.
11. Enter the legal name of the owner of the EIN listed in item 10.
12. This section comprises the agreement section between you and the Bank regarding your use of the account(s). You will receive a copy of the deposit account agreement that further outlines the terms and conditions of the account(s). This section also describes the authority given to designated account signers and contains the EIN certification required by the Internal Revenue Service.
13. Type or print the name and title of the authorized individual who will sign the agreement for your Organization. The title of the authorized individual must be listed and the signature certified on the Banking Resolution and Certificate of Incumbency or contract for the deposit of moneys (CA Public Funds only) that governs the Organization.
14. Provide signature of the authorized individual listed in item 13.
15. Mark this box if a Designated Account Signer's authority is limited to check signing authority only.
16. Indicate whether you are adding (A) or deleting (D) the signer. If you are deleting a signer, no signature is needed from the deleted signer.
17. Enter the full name of the Designated Account Signer that is being added or deleted**.**
18. Enter the title of the Designated Account Signer.
19. Have each added Designated Account Signer provide a specimen signature.
20. This section is for "Bank Use Only".

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