Bank Signature Card Instructions

All Rep Sites must have a current bank signature card with **non-electronic signatures** of all check signers on file at Bank of America. Complete a new card with all current signers every time there is a new CGMA Rep or Assistant Rep.

ONLY fill the steps 1, 2, and 3.

1. Enter your Rep Site number and short name (99- USCG-).

2. Enter the names of ALL current Reps and Assistant Reps have check signing authority. (If more slots are needed, print an extra copy of the page.)

3. Signature must be hand signed in ink. (Bank will not accept electronic signatures.)

4. Email the signed document to netforum@mycgma.org.

Bank of America Merrill Lynch

I. Account Information

Select One:	☒ Replace all Existing Signature Card and Amendment to Signature Card with this card	☐ New Account

Account #:
(If new account, Bank will complete)

Primary Purpose of Account:
*Does not apply to Certificates of Deposit

☐ General Business Operations (payables, receivables, payroll, taxes)   ☐ Money Services Business**   ☐ Casinos or Gaming**

**Additional information may be required prior to opening an account.

Account Holder Legal Name: (Must match exact name on Formation Documents)	**State of Formation:**

☐ **Owner Business Name of Disregarded Entity:**
(Must match 1st line of W9)

☐ **Third Party/Funds Owner:**
(if applicable, W-9/W-8 required from Third Party/Funds Owner)

☐ **DBA Name:**
(Must provide copy of fictitious filing)

Optional Descriptive Account Title:

Statement Address:

City:	State:	Country:	Postal Code:

II. Business Type

☒ Corporation   ☐ Sole Proprietorship   ☐ Joint Venture   ☐ Limited Liability Partnership

☐ General Partnership   ☐ Limited Partnership   ☐ Unincorporated Organization Association

☐ Government Authority Agency   ☐ Other

☐ Limited Liability Company-Manager Managed   ☐ Limited Liability Company-Member Managed   ☐ Limited Liability Company-Sole Member

III. Designated Accounts Signers

Printed Name	Wet Signature	Signer Limited to Check Signing ONLY*
		☐
		☐
		☐
		☐
		☐

*If you want a signer to have *only* check signing authority, you must check the box opposite the signer's name. If box is not checked, a signer will have all authority of a regular designated signer