

Official Check request



Use this form to request an Official Check. Enter your information clearly using blue or black ink.

1. Your information

The purchase of an Indemnity/Surety Bond will be required if you ask the bank to replace or refund this check within 90 days of issuance, regardless of the reason. If an Official Check is lost or stolen, a stop-payment order CANNOT be placed on such Official Check

Account holder or Authorized signer _____ Security code _____

Account number *(funds will be debited from this account)* _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Email _____

2. Check information

Payable to *(Check cannot be made payable to cash)* _____ Check amount _____

Memo *(optional)* _____

3. Mailing information

Official Check will be mailed to the address of record unless otherwise noted.

Name _____


Address _____ City _____ State _____ ZIP _____

Send Check: Regular mail
 Overnight delivery. An additional fee for overnight delivery will be charged to your account.
Note: The cut-off time for processing an overnight delivery is 3 p.m. (ET).

4. Signature

There is a fee for Official Checks. For more information refer to the Deposit Account Fee Schedule.

The undersigned agrees that we, EverBank, National Association ("TIAA Bank"), in our sole discretion, may accept documents that you have signed and sent to us by electronic means, like fax, email, or other file transmittal processes we might offer. By sending us any such document by electronic means, the undersigned agrees that we may rely on it and on the signature, and that the document is binding on the signer even if the original signed document is not delivered to us.

 _____ Date _____
Account holder or Authorized signer

5. Submit

The type of account you have with us will determine how you return the form so be sure to choose the appropriate option.

Personal account:

Upload this form and any additional documentation so that we can move forward in the quickest and most secure way. Simply log in to your account at TIAABank.com and:

- Select the **Actions tab**
- In the TIAA Documents section, select **Upload documents**
- **Select Files** you would like to upload
- **Select Folder** to upload files to and follow directions

Business account:

We require an authorized signer with a security code to call us at 1-855-563-3177. This way, we can set up secure delivery of your form via encrypted email. We're available weekdays from 8 a.m. – 5 p.m. ET.

For bank use only:

Verify client

Date verified

FC number

Associate name *(Print first & last name)*