

# 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

The undersigned agrees that we, EverBank, National Association ("EverBank"), 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 everbank.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

The form-approving authorized signer can submit the completed form to us through BOB using their specific login credential by selecting the **Administration** tab, then **Communications**, then **Contact Us** and add the attachment(s). Alternatively, we require an authorized signer with a security code to call us at 1.855.563.3177 so 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**)