

# Manage authorized signers



Use this form to add or remove an authorized signer from your business account(s). Enter your information clearly using blue or black ink.

## 1. Business information

Name of business or organization (**Account title**)

Would you like changes to all accounts?  **Yes**  **No**

If no, provide applicable account number(s) below.

Business account number(s)

Name of authorized signer requesting change

Authorized signer security code (**Required**)

Authorized signer phone

Authorized signer email

## 2. Remove authorized signer(s)

**Note:** If the person who is filling out this form is not a current authorized signer and authorized signers are being removed, please call us at 1.855.563.3176.

Would you like to remove all current authorized signers?  **Yes**  **No**

First name

M.I.

Last name

First name

M.I.

Last name

First name

M.I.

Last name

First name

M.I.

Last name

First name

M.I.

Last name

First name

M.I.

Last name

## 3. Add authorized signer(s)\*

### Notes for Non Residents of the United States:

Due to rules applicable to individuals located outside of the United States, EverBank does not offer its products and services to businesses if the business has any beneficial owners located in the following countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

As a result, if the business meets this circumstance, please do not proceed with this form, as EverBank will be unable to process your request.

For security purposes and to help the government fight terrorism and money-laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. For this reason, we will ask you for your name, address, date of birth, Social Security number or other Tax Identification Number, and other information that will allow us to identify you. We may also ask other questions or request other documents meant to verify your identity.

If you have additional authorized signers, copy this page as needed and return with this form.

### Personal information

Business title:  **President**  **Vice president**  **Partner**  **Treasurer**  **Member**  **Other:** \_\_\_\_\_

\_\_\_\_\_  
Title First name M.I. Last name Suffix

\_\_\_\_\_  
Date of birth Work phone\*\* Mobile phone\*\* Email

### Security information

Your security code is a PIN, phrase or combination of letters and numbers that provides an added layer of security we use to help verify your identity. You'll be asked to provide your code when contacting us with questions about your account.

**Security code must be 6-20 letters and/or numbers, no special characters. Do not use your Social Security number, date of birth or mother's maiden name.**

\_\_\_\_\_  
Create your security code Security code hint ([Enter a keyword or phrase to help you recall your code](#))

Are you a U.S. citizen?  **Yes**  **No (If no, provide country of citizenship)** \_\_\_\_\_

## 4. Submit

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, call us at 1.855.563.3176 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).

\* Only Authorized Signer(s) can conduct account transactions or make changes.

\*\* By providing your phone number, you expressly consent and agree that EverBank, its affiliates, agents, subsidiaries, service providers or any other company acting on its behalf may contact you at that number for any reason about your accounts, now or in the future, by any method, including with an automatic telephone dialing system, prerecorded message, or text message, and including at a number for a cellular phone or other wireless device, regardless of whether you incur charges as a result. To learn more about our privacy practices, please go to [everbank.com/legal/privacy](http://everbank.com/legal/privacy).

**For bank use only:** \_\_\_\_\_  
Date FC number Associate name ([Print first & last name](#))