



YOUR BUSINESS NAME OR

Logo Here

RE: UPDATE AUTHORIZED SIGNERS

[Date]

To Whom It May Concern,

Please make these changes to the signers for [Corporation/Association/Club Name]:

Authorized Signers Removed:

Authorized Signers Added:

[Name]	[Title]	[Name]	[Title]
[Name]	[Title]	[Name]	[Title]

Account Numbers Affected:

These changes were voted on and approved by our Board of Directors on [Date] and are in compliance with our bylaws/operating agreement. We understand they are not in effect until required personal information* for new Authorized Signers is provided and a Business Account Change Form is signed by all new parties.

Approved By Current Authorized Signers (Minimum One):

[Sign Print Name]	[Date]	[Sign Print Name]	[Date]
[Sign Print Name]	[Date]	[Sign Print Name]	[Date]

*Copy of valid ID, SSN, physical address, phone number, and email.