



Business Name: _____

Business Account Change of Signing Authorities

Please provide the following information:

Signed minutes of a board meeting stating the motion for the change of signers (minutes MUST BE signed by two existing directors/authorized signers);

OR, if minutes are not available:

A letter signed by two existing directors/authorized signers clearly stating the request for change of signers (see template);

Completed and signed Consent Form for each new signer being added;

Two pieces of ID for each new signer;

Page 2 of this document completed in full.

INCOMPLETE PACKAGES WILL NOT BE PROCESSED.

Completed packages may be sent to EKC as follows:

Via e-mail direct to commercial.support@ekccu.com

Dropped off or mailed to your local Branch

Forms and information are available on our website at:

<https://www.ekccu.com/Business/ProductsAndServices/Banking/Accounts/>

****NEW** DocuSign may be an option to complete your Change of Signing Authority request. Please have all signers confirm their ID is current with EKC and the final documents can be emailed for signing. DocuSign is convenient and easy to use and will save you time.**

EKC WILL PREPARE THE NECESSARY DOCUMENTATION AND CONTACT YOU FOR SIGNATURES

