

Navy Federal® Business Servicing Form

- Add Authorized Signer
- Remove Authorized Signer

(Instructions and General Information)

Note: For fastest processing, please review and follow all instructions. Complete only the section(s) applicable to the request. All owners must sign authorizing the changes.

Add/Remove Authorized Signer(s)/Authorized User(s)

- Authorized Signers are allowed access to all Business Checking and Savings accounts in a branch or over the phone.
- Only the business owners are allowed to add Authorized Signers to business accounts.
- If Authorized Signer is not a current Navy Federal member, a copy of their government-issued (non-military/DOD) identification is required.
- Any Authorized Signers requesting to be added to the business membership must have all NFCU accounts (personal and business) in good standing.
- Authorized Signers may remove themselves from accounts without owner signature.
- Authorized User authority is limited to the use of Business Credit Cards.
 - If there is a change to an Authorized User on a Business Credit Card, complete the Business Credit Card Change of Information/Status (567CI).
- To authorize or remove Mobile and Online access to a Trusted User, complete the form Trusted User for Navy Federal Online Banking Application and Consent (652).

Signatory Authorization and Agreements

- Signatures must be provided by all business owners, entity owner representatives, and Authorized Signers.

NOTE: Authorized Signers do not need to sign if being removed by the owner(s).

NOTE: Owners do not need to sign if an Authorized Signer is removing him/herself.

Submission Instructions

Online: Sign in to online banking and use the “Send Us a Message” option. Attach the completed form and supporting documentation.

Navy Federal®
Business Servicing Form
Add/Remove Authorized Signer

INSTRUCTIONS: Complete only the section(s) applicable to your request. All owners must sign authorizing changes.

Business Access No.

Current Information

Business Name:	Tax ID No. (EIN or SSN):
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In addition to the Business Owner, the following named person(s) is/are authorized, on behalf of the Business, to execute any document required by Navy Federal to transact business, including to sign or endorse any order for the payment or withdrawal of funds from this account. A Business Owner is the only individual entitled to add Authorized Signers. (Check the appropriate box to indicate if the Authorized Signer is also a current Member.)

Add/Remove Authorized Signer(s) - In Addition to Existing Signatories on This Account

Add Authorized Signer Remove Authorized Signer

Name: First	MI	Last	Suffix
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Issue Business Debit Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access Number:
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If not a Navy Federal Credit Union Member, the following information must be provided.

Date of Birth (MM/DD/YY):	SSN:	Home Phone No.:	Alternate Phone No.:
Residential Address:		Email Address:	

(If not a current Member, copy of government-issued (non-military/DOD) identification is required.)

Add/Remove Authorized Signer(s) - In Addition to Existing Signatories on This Account

Add Authorized Signer Remove Authorized Signer

Name: First	MI	Last	Suffix
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Issue Business Debit Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	Access Number:
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If not a Navy Federal Credit Union Member, the following information must be provided.

Date of Birth (MM/DD/YY):	SSN:	Home Phone No.:	Alternate Phone No.:
Residential Address:		Email Address:	

(If not a current Member, copy of government-issued (non-military/DOD) identification is required.)

Signatory Authorizations and Agreements

Owner 1 Signature ►	Printed Name	Date (MM/DD/YY)
Owner 2 Signature ►	Printed Name	Date (MM/DD/YY)
Owner 3 Signature ►	Printed Name	Date (MM/DD/YY)
Owner 4 Signature ►	Printed Name	Date (MM/DD/YY)
As Representative for Entity Owner 1 Signature ►	Printed Name	Date (MM/DD/YY)
As Representative for Entity Owner 2 Signature ►	Printed Name	Date (MM/DD/YY)
Authorized Signer 1 Signature ►	Printed Name	Date (MM/DD/YY)
Authorized Signer 2 Signature ►	Printed Name	Date (MM/DD/YY)

