

ACCOUNT AGREEMENT UPDATE

SIGNATURE AUTHORITY / RESPONSIBLE PARTY

Date: <input type="text"/>	Submitted by: <input type="text"/>
ACCT Number: <input type="text"/> (Seven Digit Account No.)	ACCT Name: <input type="text"/>

This form may be used to update the name of the person(s) with **signature authority** or the person(s) **responsible for an account** (who the account statements will be e-mailed to) on already established accounts.

The , of the
Department Institution

• **Change the person(s) authorized to sign on the above-referenced account to:**

<input type="checkbox"/> Addition <input type="checkbox"/> Replacement <input type="checkbox"/> Remove	<input type="checkbox"/> Addition <input type="checkbox"/> Replacement <input type="checkbox"/> Remove
Printed Name: <input type="text"/>	Printed Name: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>
E-mail: <input type="text"/>	E-mail: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Signature: _____	Signature: _____
Replaces: <input type="text"/>	Replaces: <input type="text"/>

• **Change the person(s) administrator responsible for receiving the monthly statements to:**

<input type="checkbox"/> Addition <input type="checkbox"/> Replacement <input type="checkbox"/> Remove	<input type="checkbox"/> Addition <input type="checkbox"/> Replacement <input type="checkbox"/> Remove
Printed Name: <input type="text"/>	Printed Name: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>
E-mail: <input type="text"/>	E-mail: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Replaces: <input type="text"/>	Replaces: <input type="text"/>

This update form must be signed by the Dean/Chairperson/Vice President or equivalent organizational unit head for the Department or Institution that opened the Account (a "responsible person"). This form may not be signed by an authorized signer, even if the authorized signer is also a responsible person.

(Printed name)

(Title)

(Signature)

(Date)