

## Municipal Finance Authority of British Columbia

### Signing Authority for MFA Programs - General Information

- \* Complete general signing instruction and one signing card for each of your authorized signers
- \* Include a copy of your signing authority resolution, if one exists
- \* The person responsible for the Finance function in your organization must be one of your authorized signers
- \* All signers indicated will be authorized to sign on all MFA programs at all times
- \* Each signature must be attested by the Corporate Officer  
(where the Corporate Officer is also a signer, please provide a photocopy of a piece of photo ID to attest the signature of this individual)
- \* Signing Authority structure must be in one of three formats:
  - (i) One signer required - any one authorized signer from list provided
  - (ii) Two signers required - any two authorized signers from list provided
  - (iii) Two signers required - one from Administration and one from Council (signers must be into two lists)
- \* Individuals who are no longer authorized as signers and/or are no longer employed by your organization must be removed from your Authorized Signers list immediately. Signers may be removed with a brief signed request on letterhead from the Chief Financial Officer (or the Chief Administrative Officer should the CFO be unavailable)
- \* Please ensure that you have sufficient Signers available and in place prior to holiday or vacation periods in order to avoid disruption of access to MFA programs
- \* Please email completed forms to [finance@mfa.bc.ca](mailto:finance@mfa.bc.ca)  
We do not require the originals, they can be kept for your own records

When updating your authorized signers, please remember to update on-line access to your client site:

- \* [On-Line Client Site](#)
- \* [Client Site FAQs](#)

Signing Authority - Organization's General Instructions

Organization (Payor) Legal  
Name:

Effective Date:

Signing Authority Structure:

- (i) Any one Signer from list
- (ii) Any two Signers from list
- (iii) Two Signers-one from List "A"  
and one from List "B"

Organization's Signing Lists (if applicable):

**LIST "A" - Name and Position**

**LIST "B" - Name and Position**

Signing Authority - Authorized Individual's Information

Organization (Payor) Legal Name:

Date of Signature:

Salutation (Mr., Ms., etc.):

First Name:

Last Name:

Title:

Email Address:

Signature:

(This is how you will sign MFA documents)

Attestation Signature:

Print Attestation Name and Title: