



Please email this form to mfa@mfa.bc.ca

General Information

- As with other financial institutions, the MFA must be notified of any changes to your organization's signing list. This is to ensure your accounts are kept safe and to make sure there is no disruption of access to MFA programs.
- The person responsible for the finance function in your organization **MUST** be one of your authorized signers.
- It is recommended that your organization have sufficient signers available and in place prior to holiday or vacation periods to avoid disruption of access to MFA programs.
- Signing Authority structure is up to your organization; however, it must be in one of three formats. Please see signing schedule for options.
- All signers will be authorized to sign on all MFA programs always with the exception is the Pooled High Interest Savings Account (PHISA), which requires a separate set of documentations.
- Documents must be filled out electronically to ensure accurate information is provided to MFA. Adobe Acrobat is free program available from www.adobe.com.
- Documentation is emailed to: mfa@mfa.bc.ca. We do not require the originals, please retain for your records.

To Add One or More New Authorized Signer(S)

When you add one or more new signers.

- Complete all fields of **Schedule of Authorized Signers** listing all new and current authorized signers and their positions.
- Complete one signature card for each of your authorized signers ensuring each signature card is attested by your Corporate Officer. Where your Corporate Officer is also a signer, please provide a clear copy of a piece of photo ID to attest the signature of this individual.

To Do a Full Signing List Update

When there are two or more updates to your signing list, authorized signers and/or their positions, or if the signing list hasn't been updated in more than two years.

- Complete all fields of the **Schedule of Authorized Signers** listing all new and current authorized signers and their positions.
- Complete one signature card for each of your authorized signers ensuring each signature card is attested by your Corporate Officer. Where your Corporate Officer is also a signer, please provide a clear copy of a piece of photo ID to attest the signature of this individual.
- Although not required, you may include a copy of your signing resolution, if needed.



To Remove a Signer/Signers

Individuals who are no longer authorized as signers and/or are no longer employed by your organization must be removed from your list of authorized signers immediately.

- To remove a signer(s), please submit via email, a brief request on letterhead signed by the Chief Financial Officer (or the Chief Administrative Officer or Corporate Officer should the CFO be unavailable).

Name Change Support

Please provide supporting documentation such as a resolution or other legal documents that support the name change.

To Update Access to Your On-Line Client Site

Users with **Administrator** privileges to the MFA client site can change permissions, passwords and add/remove users.

- Log into the secure client site: <https://secure.mfa.bc.ca/secure/fms/login.php>
- Go to > **Manage My Profile**
- See also our FAQs: <http://mfa.bc.ca/client-login-faqs>

Other Forms Related to Signing Authority Updates

Contact Information

- When you have a change in CFO (or equivalent), or change in your organization's address, or phone number.

Banking Information

- When you have a change in any bank account information that is currently on file with MFA.
- When you open a new bank account for an MFA program.

Pre-Authorized Debit Agreement

- To be completed by participants of MFA programs.
- Must be updated every four years.



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Member Information

Organization Legal Name: _____

Contact Person: _____

Contact Email: _____

Individual Signer Information

Please fill out one signing card for each authorized signer

First and Last Name: _____

Title: _____

Email Address: _____

Signature:
This is how you will sign MFA documents

Attestation Signature

Each signature must be attested by the Corporate Officer (CO) or equivalent. Where the Corporate Officer is also a signer, we ask that the CO also provide a clear photocopy piece of photo ID to accompany the attestation.

Print Attestation Name: _____

Print Attestation Title: _____

Attestation Signature: _____