



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 authorized signers. This is to ensure your accounts are protected and to make sure there is no disruption of access.
- The officer responsible for financial administration 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.
- Signing authority structure must be in one of three formats. Please see the Schedule of Authorized Signers for options.
- The Pooled High Interest Savings Accounts (PHISAs) require a separate set of signing documentation. Please email invest@mfa.bc.ca for instructions on how to update PHISA signers.
- Documents must be filled out electronically to ensure accurate information is provided to MFA. Adobe Acrobat is free program available from www.adobe.com.
- We do not require originals, please retain them for your records.

To Remove a Signer/Signers

- Individuals who are no longer authorized signers must be removed from your list of authorized signers immediately.
- Please email a request on letterhead to mfa@mfa.bc.ca, signed by the CFO (or deputy or CAO or CO); **or**
- Complete a new Schedule of Authorized Signers, listing all authorized signers and their positions.

To Update Your Signers

- Complete the Schedule of Authorized Signers, listing all authorized signers and their titles.
- Complete a Signature Card for each of your authorized signers, ensuring each signature is attested by your Corporate Officer.
- If the Corporate Officer is also an authorized signer, please provide a clear copy of his or her photo ID.
- You do not need to provide a new signature card, if a signer currently has one on file, provided that the information is still valid.

Name Change Support

- Please provide supporting documentation such as a resolution or other legal document that supports the name change.

To Update Access to the Client Portal

- Client users with Administrator privileges can update permissions, passwords, and add/remove users.
- We recommend that clients have at least two active Administrators. If you do not have an active Administrator, please email mfa@mfa.bc.ca and we will assist you.



- To make updates, log into the Client Portal: <https://portal.mfa.bc.ca/auth>.
 - See options under the User Administration heading.
 - Client Portal FAQs: <https://mfa.bc.ca/client-login-faqs>.
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Other Forms You May Need to Update

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.



SCHEDULE OF AUTHORIZED SIGNERS

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

Member Information

Organization Legal Name: _____

Organization Street Address: _____

City, Province, Postal Code: _____

Program Contacts

Please assign a staff contact for each program, to ensure the appropriate person in your organization receives information relevant to their position.

	Contact Person	Email
Long-Term Financing		
Short-Term Financing		
Equipment Financing		
Pooled Investments		

Officers

Chief Administrative Officer: _____

Corporate Officer: _____

Financial Officer: _____

Signing Authority Structure

Choose One:

- Any one signer from list
- Any two signers from list
- Two signers – one from List A and one from List B

Programs

The signers below will be authorized to sign for the following programs – chose any/all that apply. If you require different signers for certain programs, please submit a separate Schedule of Authorized Signers.

- Equipment Financing
- Short-Term Borrowing
- Long-Term Borrowing
- Pooled Investment Funds
- Tax Levy

List of Authorized Signers

Please note these signers may differ from your authorized PHISA program signers, which are established under separate documentation. The following is a complete and current list of designated signing officers with Municipal Finance Authority.

<u>LIST A – NAME AND TITLE</u>	<u>LIST B – NAME AND TITLE</u>

Please note that each listed signer must have a Signature Card on file.



Please fill out a Signature Card for each Authorized Signer listed.

Member Information

Organization Legal Name: _____

Signer Information

First and Last Name: _____

Title: _____

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 an Authorized Signer, please provide a clear copy of his or her photo ID.

Print Attestation Name: _____

Print Attestation Title: _____

Attestation Signature: _____