

Signature Card Form Instructions

1. In Section I fill in the name of the legal applicant organization or agency and the Federal Tax Identification Number.
2. In Section II the person(s) who will be responsible for signing the financial reports should print and sign his or her name in the appropriate box. For non-profit organizations this person may be the Chairman of the Board of Directors or a Financial Representative of the agency. For governmental entities this person may be the Chief Fiscal Officer or designated alternate fiscal person.
3. If at anytime during the fiscal year the person responsible for signing financial statements should change, a new **Signature Card** form is required to be submitted. The same form may be used. In Section I add the date that the change was made to the right of the line for **Effective Date**.