



September 19, 2017

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Re: Your account request

Dear Valued Customer,

In order to add a signer or modify an authorized signer on your account, all enclosed forms will need to be completed, signed and returned to us in the enclosed postage paid envelope. The authorized signers must be the same on all forms enclosed. Once we receive it, we will update your account accordingly. Also, please review the enclosed account agreement.

Upon receipt of completed and signed forms, your account will be updated and all previous signature authority documentation will be null and void. Please note, the signers listed on this form must also match the signers that are listed on your Certificate of Authority.

If you have a question or need assistance, please call 1-888-810-4013. Representatives are available Monday through Friday, 8 a.m. to 7 p.m. Eastern Time.

Thank you for choosing Capital One Bank®.

Enclosures: Authorized Signer Modification Form
 Certificate of Authority Form
 Account Agreement



Account # Account Number

Authorized Signer Modification Form

Instructions:

Completing and mailing this form confirms your revised authorized signer elections for this account. Please return the completed form using the enclosed postage paid envelope.

Please note the signers listed on this form must also match the signers that are listed on your Certificate of Authority.

Authorized Signer Information

1.

Authorized Signer's Name

Authorized Signer's Physical Address Line 1

Authorized Signer's Physical Address Line 2 *(optional)*

Authorized Signer's Physical Address Line 3 *(optional)*

Authorized Signer's City, State, Zip

Authorized Signer's Social Security Number or EIN

Authorized Signer's Date of Birth

3.

Authorized Signer's Name

Authorized Signer's Physical Address Line 1

Authorized Signer's Physical Address Line 2 *(optional)*

Authorized Signer's Physical Address Line 3 *(optional)*

Authorized Signer's City, State, Zip

Authorized Signer's Social Security Number or EIN

Authorized Signer's Date of Birth

2.

Authorized Signer's Name

Authorized Signer's Physical Address Line 1

Authorized Signer's Physical Address Line 2 *(optional)*

Authorized Signer's Physical Address Line 3 *(optional)*

Authorized Signer's City, State, Zip

Authorized Signer's Social Security Number or EIN

Authorized Signer's Date of Birth

4.

Authorized Signer's Name

Authorized Signer's Physical Address Line 1

Authorized Signer's Physical Address Line 2 *(optional)*

Authorized Signer's Physical Address Line 3 *(optional)*

Authorized Signer's City, State, Zip

Authorized Signer's Social Security Number or EIN

Authorized Signer's Date of Birth

Please continue on the reverse; additional information and your signature required.





Account # Account Number

Additional Information

Taxpayer Identification Number Certification*

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined in the instructions).
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Any incorrect or missing information on this Signature Card may cause delays in the requested changes to this account.

Information about procedures for adding owners to this account: To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means to you: When you add an owner or authorize a party to exercise authority and control on this account, we will need their name, address date of birth, and other information that will allow us to identify them.

Agreement to Terms

I/We agree to be bound by the Capital One Account Agreement and terms and conditions that are currently in effect for my/our account.

The Internal Revenue Service does not require your consent to any provisions of this document other than the certification required to avoid backup withholding.

_____	_____	_____	_____
Authorized Signer's Signature	Date	Authorized Signer's Signature	Date
_____	_____	_____	_____
Authorized Signer's Signature	Date	Authorized Signer's Signature	Date

*If you would like to receive instructions or information on Taxpayer Identification Number Certification or how to apply for a Taxpayer Identification Number, please write us at Capital One Bank, P.O. Box 180, St. Cloud, MN 56302-0180. Customer Service Line: 1-888-810-4013 Monday through Friday, 8 a.m. to 7 p.m. Eastern Time.



Account # Account Number

Date

CORPORATE CERTIFICATE OF AUTHORITY

I, the undersigned, hereby certify to Capital One Bank (USA), N.A., (hereafter, Capital One), that I am the Secretary of _____, (the Corporation) a corporation duly organized and existing under the laws of the State of _____, and that the following is a true copy of resolutions duly adopted by the Board of Directors of said Corporation and said resolutions are in conformity with the charter and by-laws of said Corporation and the names, titles and official signatures of the officers of this Corporation set forth in the following copy of said resolutions are correct and accurate.

RESOLVED, that Capital One, is hereby designated as the depository of the Corporation and that a deposit account be opened and maintained in the name of this Corporation for its own benefit and not as a broker or for or on behalf of any other party with Capital One.

FURTHER RESOLVED, that all checks, drafts, notes, acceptances or other orders for the payment of money from said account shall be signed by any one of the following officer(s) in the following manner:

Designated Officer Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

and in addition to the above authorization to sign checks, any one of such officers and all other agents and employees of this Corporation are hereby authorized to endorse all notes, drafts, checks, bills, certificates of deposit, or other instruments owned or held by this Corporation, for deposit in said account, or for collection by Capital One, and that any deposit or collection made with Capital One, may be by written or stamped endorsements of this Corporation without any designation of the person making such endorsement; and

FURTHER RESOLVED, that Capital One may and is hereby authorized to honor, receive, certify, or pay in cash or credits without any liability whatsoever all checks or other instruments signed in accordance with this resolution, and/ or any checks or other instruments owned or held by this Corporation, even though drawn or endorsed to the order of cash, or to this Corporation or to any officer, agent or employee of this Corporation or which may be tendered by an officer, agent or employee of this Corporation for cashing, or in payment of the individual obligation of an officer, agent or employee of this Corporation, or for deposit to the personal account of an officer, agent or employee of this Corporation, and Capital One shall not be required or be under any obligation to inquire as to the circumstances of the issuance or use of any such check or other instrument signed or endorsed in accordance with this resolution, or the application or disposition of such check or other instrument or the proceeds thereof; and

FURTHER RESOLVED, that the officer(s) listed above is/are hereby authorized, for and on behalf of this Corporation, to transact any and all business of this Corporation with or through Capital One, including by way of illustration but not in limitation of the aforesaid general authority, to borrow money, establish letters of credit, or obtain credit for this Corporation, and to make and deliver notes, secured or unsecured drafts, acceptances, agreements or obligations of this Corporation evidencing the indebtedness of this Corporation, and as security therefore he/she or they shall have full authority on behalf of this Corporation to pledge, assign, transfer, endorse, guarantee, hypothecate, sell, execute and deliver to Capital One any stocks, bonds, securities, bills and notes receivable, accounts receivable, bills of lading, warehouse receipts, insurance policies, certificates of deposit, other evidences of indebtedness, negotiable or otherwise, and any other property, of whatsoever nature held by or belonging to this Corporation, and in connection

therewith he or they shall have full authority on behalf of this Corporation to execute and deliver to Capital One, any and all instruments of assignment, sale, transfer, guarantee, pledge, hypothecation, security agreements, financing statements, mortgages, deeds of trust, notes and any other contracts and agreements which may be required by Capital One, with or without the Corporate Seal of this Corporation affixed; and he/she or they shall have full authority on behalf of this Corporation to discount any bills, notes or accounts receivable, or other commercial paper and instruments held or owned by this Corporation with full authority to endorse, transfer, sell, guarantee and deliver the same in the name of this Corporation; and

FURTHER RESOLVED that these resolutions shall remain in full force and effect and Capital One may act pursuant thereto until the actual receipt by Capital One of a written notice purporting to be under the Seal of this Corporation and purportedly signed by the President or Secretary of this Corporation notifying Capital One of any change, amendment or rescission of these resolutions and the receipt of such notice shall not affect any action or acts taken by this Corporation or Capital One prior thereto. In the event conflicting written notices are received by Capital One purporting to be under the Seal of, and purportedly signed by the President or Secretary of, this Corporation growing out of or relating to any change, amendment or rescission of these resolutions, this Corporation expressly agrees and consents that Capital One, without owing any liability whatsoever to this Corporation, its agents, employees and stockholders, or any third parties, may, but is not required to, withhold, restrict and impound all or any part of the deposits, money or property of this Corporation in its hands and immediately thereafter may refuse to honor any and all demands for the payment of checks or other instruments drawn by this Corporation and subsequently presented to Capital One for payment, or for the withdrawal of any such deposits or monies and may subsequently file a suit in interpleader and this Corporation hereby declares to assent to the passing of an Order by the Court requiring the parties sending such written notices and this Corporation to interplead and litigate in such Court their several claims and rights among themselves; and

FURTHER RESOLVED, that the Secretary of this Corporation shall be and he/she is hereby authorized and directed to deliver and certify to Capital One a certified copy of these Resolutions and that the same are in conformity with the charter and by-laws of this Corporation together with a certificate setting forth the names and certifying to the signatures of the present officers of this Corporation, and Capital One shall be free from liability and fully protected in relying on such certifications of the Secretary and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from, or growing out of, honoring the signature of any officer so certified, or refusing to honor any signature not so certified; and

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the Seal of this Corporation this day of

_____, 20_____.

Secretary _____

Date _____

(Affix Corporate Seal)