

Complete this form to add yourself as a signer on an existing organizations account. Once complete, use one of these options to deliver this form to the Credit Union.

You must submit copies of two photo IDs to complete your request:

- 1) Harvard Student ID
  - 2) Government Issued ID (Passport or Driver's License)
- Upload to HUECU using the **Document Uploader** at [huecu.org/upload](http://huecu.org/upload). **(Preferred!)**
  - Visit any HUECU Branch

## Organization Information

Name of Organization: \_\_\_\_\_

Organization Member#: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Your Information

Name of Officer/Signer: \_\_\_\_\_ Signatory Title (ex: CFO,President): \_\_\_\_\_

Date of Birth: \_\_\_\_\_(mm/dd/yyyy) Social Security/TIN# : \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I certify that the information above is correct. I hereby authorize Harvard University Employees Credit Union to check any information with respect to the entity including obtaining a credit report if necessary. The authority herein given is to remain irrevocable so far as the Harvard University Employees Credit Union is concerned until notice is given in writing by the governing body of the above referenced organization that it is amended or terminated.

Printed Name of Officer/Authorized Signer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_(mm/dd/yyyy)

### INTERNAL USE ONLY

Student Organization: Yes  No  Org. Tax ID #: \_\_\_\_\_

ID 1: Type \_\_\_\_\_ Issue Date: \_\_\_\_\_(mm/dd/yyyy) Exp. Date: \_\_\_\_\_(mm/dd/yyyy)

ID 2: Type \_\_\_\_\_ Issue Date: \_\_\_\_\_(mm/dd/yyyy) Exp. Date: \_\_\_\_\_(mm/dd/yyyy)

OFAC: Yes  No  by: \_\_\_\_\_ Date received: \_\_\_\_\_(mm/dd/yyyy) Received by: \_\_\_\_\_

Date Account Updated: \_\_\_\_\_(mm/dd/yyyy) Updated by: \_\_\_\_\_