

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER FOR SIGNATURE CARDS  
TO BE ACCEPTED:

See [Instructions](#) for more information on completing signature cards

- The certifying signature(s) at the bottom of the card(s) must match the authorized signature(s) we have on file;
- If the certifying signature and one of the user's signatures are the same, a second authorized<sup>1</sup> signature is required;
- When there is not a second officer authorized to sign, a notary's signature and stamp is required in addition to the authorized signature. **NOTE:** the notary cannot be a user on the card he/she is notarizing;
- Signatures for all users and authorized officers are required;
- All signatures must be original;
- Wire access/authorization must be specified, i.e. repetitive, non-repetitive or secondary authorizer (Wire Transfer signature card only); and
- Changes made by whiting out or striking through must be initialed by the authorized officer signing the bottom of the card.

**NOTE:** FORMS WITH ORIGINAL SIGNATURES MUST BE MAILED TO:

Stacy Renesto  
Federal Home Loan Bank of Dallas  
P.O. Box 619026  
Dallas, TX 75261-9026

**For express mail:** 8500 Freeport Pkwy. So., 6<sup>th</sup> Floor, Irving, TX 75063.

Please check your cards closely before returning them to us. If you do not know who your authorized officers are, or if you need assistance with completing the signature cards, please contact Stacy Renesto by calling 214.441.8725 or by email at [Stacy.Renesto@fhlb.com](mailto:Stacy.Renesto@fhlb.com).

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<sup>1</sup> Authorized officers are those officers designated by your Board of Directors as having the authority to sign the certification on signature cards. These officers must be the Secretary, Assistant Secretary, Cashier and/or the Assistant Cashier. If your Board of Directors has designated officers other than these four, modifications to indicate such a change must be made on pages 2 and 3 of the Corporate Certificate of Authority and a Certificate of Incumbency with such officers' names, titles, and signatures must be on file with us.