

INSTRUCTIONS FOR ADDITIONAL OR REPLACEMENT SIGNATURE CARDS

THE SIGNATURE CARDS YOU SUBMIT MUST BE FULLY AND PROPERLY COMPLETED TO BE EFFECTIVE. **THE OFFICER SIGNING THE CERTIFICATION AT THE BOTTOM OF THE SIGNATURE CARD MUST INITIAL ANY CHANGES MADE BY STRIKETHROUGHS, WHITE OUT, ETC.** See [Common Errors/Omissions](#) for examples of reasons that would cause your cards to be unacceptable and returned to you.

On each signature card please complete the following:

- At the top of each signature card, check one of the following three boxes:
 - (1) The Addition to Signatures on File box. If you check this box, the signatures you currently have on file with us will remain in effect.
 - (2) The Replacement of All Signatures on File box. If you check this box, the signature card(s) you mail to us will be the only signature card(s) for the transaction(s) contemplated by such signature card(s) in effect once received and accepted by us.
 - (3) The Subaccount box. Check this box if you want to have an account separate from and with a different DDA number than your main account, or if you want to make a change to a subaccount that you have already opened.

You may have separate accounts for different kinds of transactions, or for different branch offices. The accounts can be customized to fit your needs. Typical types of Demand Deposit Accounts include:

- *General operating accounts*
 - *Dividend and interest accounts*
 - *Settlement accounts*
 - *Loan disbursement accounts -- mortgage, commercial and consumers*
 - *Payroll accounts*
 - *Escrow accounts*
 - *Zero Balance Accounts*
- At the top of each signature card, type or print the exact legal name and the address of the chief executive office of your Institution.
 - At the top of each signature card, type or print your Institution's FHFB ID (Docket number) and, if applicable, your institution's Account Number.
 - In the table on each signature card, type or print the names and, if applicable, the titles or telephone numbers of the individuals authorized by your institution to perform the transactions contemplated by such signature card and have each of those individuals **sign** the signature card in the space opposite their respective names.
 - At the bottom of each signature card, have one of the following authorized individuals sign and date the certification at the bottom of the signature

card: the **Secretary, Cashier, Assistant Secretary, or Assistant Cashier**. *The officer signing the certification at the bottom of the signature card may not be one of the individuals whose name is included in the table on the upper portion of the signature card. If the officer signing the certification is also a user, a second authorized officer must also sign the certification so that neither officer is certifying their own signature.*

NOTE: If your Board designated officers other than those listed above e.g. President or Controller, modifications to indicate the appropriate authorized officers should have been made on the Corporate Certificate of Authority (pg. 2-“Further Provisions” and the signature page) and on any subsequent Certificate of Incumbency. If the modifications were not indicated on the Corporate Certificate of Authority, a new one must be completed.

INSTRUCTIONS SPECIFIC TO THE WIRE TRANSFER SIGNATURE CARD

On the **Wire Transfer Signature Card** you may limit a user’s access to **Repetitive Wire Transfers¹**, **Non-Repetitive Wire Transfers²** or **Secondary Authorization³** only or any combination of the three. The table on the Wire Transfer Signature Card provides a column for each type of access. You must indicate for each user whether such user is authorized to have such access or not by checking the “Yes” or “No” box in each column. For example, to give a user **Secondary Authorization** privileges only, indicate “No” in the **Repetitive Wire Transfer and Non-Repetitive Wire Transfer** columns and “Yes” in the **Secondary Authorization** column. If you do not check the “Yes” or “No” box in a column for a user then such user will not be granted such access.

On the **Wire Transfer Signature Card** you may also set **dollar limits** for each user and for each type of access by indicating the authorized dollar amount in the appropriate column for each. **IF NO DOLLAR LIMIT IS INDICATED, UNLIMITED ACCESS WILL BE ASSUMED AND PROVIDED.**

¹ **REPETITIVE WIRE TRANSFERS** ARE TRANSFERS INITIATED BY YOUR INSTITUTION ON A DAILY, WEEKLY OR MONTHLY BASIS. IN ORDER TO DO A REPETITIVE TRANSFER, THE FEDERAL HOME LOAN BANK OF DALLAS MUST HAVE AN ASSIGNED REPEAT CODE ON FILE FOR EACH PARTICULAR TRANSFER. A FORM IS INCLUDED WITH THE WIRE TRANSFER SIGNATURE CARD, IF NEEDED.

² **NON-REPETITIVE WIRE TRANSFERS** ARE TRANSFERS THAT ARE NOT DONE ON A REGULAR BASIS. A REPEAT CODE IS NOT ASSIGNED FOR THESE WIRES; HOWEVER, A SECONDARY AUTHORIZATION IS REQUIRED FOR ALL NON-REPETITIVE WIRE TRANSFERS.

³ **SECONDARY AUTHORIZATION** IS A SECURITY MEASURE THAT ALLOWS YOUR INSTITUTION TO SPECIFY WHICH REPRESENTATIVES WILL BE RESPONSIBLE FOR APPROVING THE TRANSFERS ENTERED BY ANOTHER EMPLOYEE VIA SECURECONNECT OR CALLED IN BY PHONE. ALL NON-REPETITIVE TRANSFERS REQUIRE A SECONDARY AUTHORIZATION. WE RECOMMEND THAT AT LEAST TWO OR THREE AUTHORIZED REPRESENTATIVES BE ASSIGNED THIS FUNCTION. THIS WILL PREVENT ANY DELAYS IN APPROVING TRANSFERS DUE TO ABSENCE OR ILLNESS.

Note: If you are granting a user any of the three types of access described above, the user's signature MUST be on the signature card. Individuals who are not included on the signature card will NOT be able to initiate or approve wires.

Do Not include an individual on the Wire Transfer Signature Card if you want to grant the user only **Inquiry Access**. You may complete the SecureConnect Access Request Form and return it with your signature card(s) or you may fax it (**SecureConnect Access Request Form only**) to the Member Sales department at 214-441-8551. The signature cards with original signatures must still be returned to Stacy Renesto.

TO AVOID DELAYS IN THE PROCESSING OF YOUR SIGNATURE CARDS, PLEASE ENSURE THAT ALL OF THE INFORMATION REQUESTED ABOVE IS PROVIDED; INCOMPLETE AND/OR IMPROPERLY COMPLETED SIGNATURE CARDS WILL BE REJECTED.

Please return all documents to:

Federal Home Loan Bank of Dallas
Attn: Stacy Renesto
P. O. Box 619026
Dallas/Fort Worth, Texas 75261-9026

If returning by overnight air:

Attn: Stacy Renesto
8500 Freeport Parkway South
Irving, Texas 75063-2547

SIGNATURE CARDS RETURNED TO OTHER DEPARTMENTS MAY DELAY PROCESSING.
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IF YOU HAVE ANY QUESTIONS ABOUT THESE INSTRUCTIONS OR NEED FURTHER ASSISTANCE, PLEASE CONTACT STACY RENESTO AT 214-441-8725.