

INSTRUCTIONS FOR COMPLETING THE WIRE TRANSFER SIGNATURE CARD

The signature card you submit must be fully and properly completed to be effective. **ALL INCOMPLETE CARDS WILL BE RETURNED** to the member and will need to be resubmitted.

The Officer signing the certification at the bottom of the signature card must be an authorized designee as provided for in the corporate certificate of authority and **MUST INITIAL ANY CHANGES MADE BY STRIKETHROUGHS, WHITE OUT, ETC.**

At least **TWO USERS MUST BE AUTHORIZED** to conduct wire transactions.

√ *AT THE TOP OF EACH SIGNATURE CARD, YOU **MUST** CHECK ONLY ONE OF THE 4 BOXES:*

- (1) New Signature Card: Indicates you are a new member of the Federal Home Loan Bank of Dallas and this is the first wire signature card on file.
- (2) Replacement of All Signatures on File: The signature card will replace any and all signature cards currently on file for wire transfer authorizations.
 - All Wire Transfer access will be deleted for any user that no longer appears on the replacement signature card.
- (3) Addition to Signatures on File: The signature card will add additional callers to the list of authorized individuals for your institution. All existing signatures you currently have on file with us will remain in effect.
- (4) Replace Existing User Authority: Used to modify the limits and/or authorizations currently on file for a **SINGLE** user.
 - You must list a valid existing user name (John C. Smith) in the blank provided or the card **WILL NOT BE ACCEPTED**.
 - Any and all previous limits and/or authorizations will be replaced by the authorizations indicated on this replacement card.
 - **NAME AND/OR ADDRESS MODIFICATIONS WILL NOT BE ACCEPTED** through this method. These modifications apply to all departments, please contact Stacy Renesto for Name and/or address modifications.

√ *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.
- FHFA ID (Member ID/Docket number)

√ *IN THE TABLE ON EACH SIGNATURE CARD, TYPE OR PRINT*

- The names and telephone numbers of the individuals authorized by your institution to perform the transactions indicated.
- Have each of those individuals **sign** the signature card in the space opposite their respective names

REPETITIVE WIRE TRANSFER ¹	NON-REPETITIVE WIRE TRANSFER ²	MAY ACT AS SECONDARY AUTHORIZER ³	DRAWDOWN SET-UP ⁴	REPETITIVE SET-UP ⁵
PLEASE PROVIDE ATLEAST TWO USERS AUTHORIZED TO CONDUCT WIRE TRANSACTIONS.				
<input type="checkbox"/> Yes • Check yes to <u>grant</u> the caller access to this function <input type="checkbox"/> No • Check no to <u>prohibit</u> the caller access to this function *You must indicate YES or access will not be provided.*	<input type="checkbox"/> Yes • Check yes to <u>grant</u> the caller access to this function <input type="checkbox"/> No • Check no to <u>prohibit</u> the caller access to this function *You must indicate YES or access will not be provided.*	<input type="checkbox"/> Yes • Check yes to <u>grant</u> the caller access to this function <input type="checkbox"/> No • Check no to <u>prohibit</u> the caller access to this function *You must indicate YES or access will not be provided.*	<input type="checkbox"/> Yes • Check yes to <u>grant</u> the caller access to this function <input type="checkbox"/> No • Check no to <u>prohibit</u> the caller access to this function *You must indicate YES or access will not be provided.*	<input type="checkbox"/> Yes • Check yes to <u>grant</u> the caller access to this function <input type="checkbox"/> No • Check no to <u>prohibit</u> the caller access to this function *You must indicate YES or access will not be provided.*
USER LIMITS AND AUTHORIZATIONS WILL APPLY TO ALL CURRENT AND FUTURE DDA ACCOUNTS FOR YOUR INSTITUTION.				
Limit \$ _____ • Indicate the <u>maximum</u> amount the caller will be able to wire out using an existing repetitive template. *If no limit is indicated, unlimited authority will be given.*	Limit \$ _____ • Indicate the <u>maximum</u> amount a caller will be able to wire out without using a repetitive template. *If no limit is indicated, unlimited authority will be given.*	Limit \$ _____ • Indicate the <u>maximum</u> amount a caller will be able to perform a secondary authorization *If no limit is indicated, unlimited authority will be given.*	<input type="checkbox"/> Initiator • Check box to grant the caller the ability to initiate a Drawdown Authorization Form on behalf of your institution. <input type="checkbox"/> Authorizer • Check box to grant the caller the ability to authorize a Drawdown Authorization Form on behalf of your institution. *If "yes" is indicated but an initiator and/or authorizer selection is not indicated, access as an initiator and authorizer will be given.*	<input type="checkbox"/> Initiator • Check box to grant the caller the ability to initiate a Repetitive Set-up Form on behalf of your institution. <input type="checkbox"/> Authorizer • Check box to grant the caller the ability to authorize a Repetitive Set-up Form on behalf of your institution. *If "yes" is indicated but an initiator and/or authorizer selection is not indicated, access as an initiator and authorizer will be given.*
If > \$ _____, secondary authorization is required. • Any wire over the amount indicated will require a secondary authorizer to approve the transfer. * *If no limit is indicated, secondary authorization will not be required.*	*All non-repetitive wire transfers will require a secondary authorizer to approve the transfer.*			
FOR FURTHER ASSISTANCE WITH THIS TABLE, PLEASE CONTACT THE WIRE TRANSFER DEPT: 1-800-445-0323				

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. *SEE REPETITIVE SET-UP

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.

⁴ **DRAWDOWN SET-UP** IS A WIRE TRANSFER AGREEMENT INITIATED BY YOUR INSTITUTION ON AN AS NEEDED BASIS. THIS SET-UP/AGREEMENT IS HELD ON FILE WITH US. IT ALLOWS A THIRD PARTY THE ABILITY TO REQUEST FUNDS BE WIRED OUT OF YOUR SPECIFIED ACCOUNT. FEDERAL HOME LOAN BANK OF DALLAS WILL HONOR A THIRD PARTY'S REQUEST FOR FUNDS ONLY IF WE HAVE A SIGNED DRAWDOWN SET-UP FORM ON FILE AND ALL ORIGINATOR AND BENEFICIARY INSTRUCTIONS MATCH THE SET-UP ON FILE. NO DOLLAR LIMIT CAN BE SET-UP FOR THESE REQUESTS; THEREFORE, UNLIMITED ACCESS WILL BE ASSUMED. THIS FORM IS AVAILABLE ON OUR WEBSITE IN THE [CORRESPONDENT PRODUCT GUIDE](#) PG.12 , IF NEEDED.

⁵ **REPETITIVE SET-UP** IS A TEMPLATE REQUEST INITIATED BY YOUR INSTITUTION ON AN AS NEEDED BASIS. THIS SET-UP CONTAINS WIRING INSTRUCTIONS THAT YOUR INSTITUTION WOULD LIKE TO BE STORED AS A TEMPLATE FOR EASY RETRIEVAL ON FUTURE WIRES. THESE SET-UPS WILL BE ASSIGNED A REPEAT CODE THAT WILL BE USED BY YOUR INSTITUTION TO INITIATE THE TRASFER. THESE REPEAT CODES WILL BE MADE AVAILABLE FOR SECURE CONNECT AND TELEPHONE WIRE INITIATION, PENDING INDIVIDUAL USER AUTHORIZATION. THIS FORM IS AVAILABLE ON OUR WEBSITE IN THE [CORRESPONDENT PRODUCT GUIDE](#) PG.11 , IF NEEDED.

NOTE: If you are granting a user any of the five types of access described above, the user's printed name, signature and phone number **MUST** be on the signature card. Individuals without all required information will **NOT** be able to initiate or approve wires and the card will be rejected.

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

<p>SIGNATURE CARDS RETURNED TO OTHER DEPARTMENTS MAY DELAY PROCESSING.</p>

If returning by overnight air:

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

If you have any questions about these instructions or need further assistance, please contact the Wire Transfer Department 1-800-445-0323.

FEDERAL HOME LOAN BANK OF DALLAS

Wire Transfer Signature Card

Please check only one box: (required for all cards):

- New Member Card**
 Replace All Signatures on File
 Addition to Signatures on File
 Replace Existing User Authority: MUST INSERT USER NAME TO BE REPLACED
 • **To delete a signer**, please provide a written request on your company's letterhead, signed by an officer. (Please Print or Type)

Institution Name

FHFA ID#

Address

City

State

Zip

NOTE:

- If you checked the box **New Member Card** OR **Replace All Signatures on File**: Please provide at least two users authorized to conduct transactions.
- If you checked the box **Replace Existing User Authority**: The user indicated in the blank will have all current/existing access removed and only access indicated on this card will be given.
- "Yes" or "No" must be indicated for each function or access cannot be provided.
- If a dollar limit is not indicated, unlimited access is hereby authorized.
- For Drawdown and Repetitive Setups: If "Yes" is indicated but an initiator and/or authorizer selection is not indicated, access as an initiator and authorizer is hereby authorized.

USER NAME (PLEASE PRINT OR TYPE)	SIGNATURE	TELEPHONE NUMBER	REPETITIVE WIRE TRANSFER	NON-REPETITIVE WIRE TRANSFER*	MAY ACT AS SECONDARY AUTHORIZER*	DRAWDOWN SET-UP	REPETITIVE SET-UP
USER LIMITS AND AUTHORIZATIONS WILL APPLY TO ALL CURRENT AND FUTURE DDA ACCOUNTS FOR YOUR INSTITUTION.							
		()	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____ If > \$ _____, secondary authorization is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer
		()	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____ If > \$ _____, secondary authorization is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer
		()	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____ If > \$ _____, secondary authorization is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer
		()	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____ If > \$ _____, secondary authorization is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer
		()	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____ If > \$ _____, secondary authorization is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Limit \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initiator <input type="checkbox"/> Authorizer

IMPORTANT – PLEASE COMPLETE THE CERTIFICATION SET FORTH BELOW

***Secondary Authorization is required for all non-repetitive wires.**

TO: THE FEDERAL HOME LOAN BANK OF DALLAS ("BANK")

I certify that I am the duly elected, qualified acting Secretary, Assistant Secretary, Cashier, or Assistant Cashier of the above-named institution and that the above-named individuals are duly authorized by our Board of Directors pursuant to applicable resolutions of said Board of Directors and may be recognized by Bank for the purposes designated above. I further certify that the signatures are the genuine signatures of the persons named above. Unless specifically revoked in writing, previously submitted signature cards shall remain in effect. If I have not deleted unused user boxes, I understand that unused user boxes will be deleted by authorized Bank personnel.

Authorized Signature (Must be signed by an authorized designee as provided for in the Corporate Certificate of Authority).

Date