INSTRUCTIONS FOR COMPLETING THE DEMAND DEPOSIT ACCOUNT SIGNATURE CARD

HOW TO COMPLETE THE SIGNATURE CARD

NOTE: These instructions do not apply to the Wire Transfer Signature card. For instructions on how to complete the Wire Transfer Signature card, click on the Wire Transfer Signature card link. Please contact the Member Services deskat 844.FHL.Bank (844.345.2265) with any questions related to the completion of the Wire Transfer Signature card.

Please read carefully and complete each of the following four sections of the Demand Deposit Account Signature card:

1. **Reasons for Submitting a New Signature Card**
   - **New Members.** If you are a new member, check the New Member Card box.
   - **Existing Members.** If you are an existing member, check either the Addition to Signatures on File box or the Replacement of All Signatures on File box. The following explains the effect of checking each of these boxes:
     - *Addition to Signatures on File*. This box designates additional individual(s) being authorized by your Institution to perform the transactions contemplated by this signature card. By checking this box, the listed individual(s) will be added in addition to the individual(s) currently on file who have the authority to perform the transactions contemplated by this signature card.
     - *Replacement of All Signatures on File*. This box replaces all individuals that you currently have on file with us to perform the transactions contemplated by this signature card. By checking this box, the individual(s) designated on the new signature card will be the *only* individual(s) authorized to perform the transactions contemplated by this signature card.
2. **Institution Information**
   - Please type or print the exact legal name (no abbreviations) and the physical address of the chief executive offices of your Institution.
   - Please type or print your Institution's FHFA ID # (formerly Docket number).
3. **User Information**
   - In the User Information table, please type or print the names and titles of each individual being authorized to perform the transactions contemplated by this signature card. Each individual identified in the table must sign their name in the space opposite his or her respective name.
4. **Certification**
   - The bottom of the signature card must be signed and dated by a person designated by your Institution's Board of Directors in your Institution's Corporate Certificate of Authority ("Certifying Officer"). This person can be, but is not limited to, the Secretary, Cashier, Assistant Secretary, Assistant Cashier, or any other person authorized by your Institution's Board of Directors to make the certification set forth at the bottom of this signature card. If you are not sure who the Certifying Officers are for your Institution, please contact the Member Services desk at 844.FHL.Bank (844.345.2265) or member.services@fhlb.com to avoid delays in the processing of this card.
   - If the Certifying Officer is being added in the User Information table, a second Certifying Officer must also sign the certification. If your Institution does not have two Certifying Officers, a notary's signature and stamp is required in addition to the Certifying Officer's signature. **NOTE:** The notary cannot be named in the User Information table on the card he or she is notarizing.

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Submission of Signature Card

To avoid delays in the processing of your signature card, please review the signature card closely before returning it to us to ensure that all of the information requested above is provided. An incomplete or improperly completed signature card will be rejected.

Return all documents with original signatures to:

Federal Home Loan Bank of Dallas
Attn: Processing and Review Department
P.O. Box 619026
Dallas, Texas 75261-9026

If returning by overnight/express mail or courier:

Attn: Processing and Review Department
8500 Freeport Parkway South, Suite 100 Irving,
Texas 75063-2547

Signature Cards Returned to Other Departments May Delay Processing

If you have questions on how to complete this signature card, please contact the Member Services desk at 844.FHL.Bank (844.345.2265) or member.services@fhlb.com.

COMMON ERRORS AND OMISSIONS

The following are some common reasons that a signature card will be rejected:

- None of the boxes were checked in the “Reason for Submitting a New Signature Card” section of the card.
- The individual signing the certification at the bottom of the signature card is not a Certifying Officer.
- The individual signing the certification at the bottom of the card is one of the individuals named in the User Information table and either a second Certifying Officer did not sign the certification or a notary did not sign and stamp the signature card.
- One of the individuals identified in the User Information table did not sign the signature card in the space opposite his or her respective name.
- All signatures on the signature card are not originals.
- Changes made by whiting out or striking through were not initialed by the Certifying Officer signing the certification at the bottom of the card.

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Demand Deposit Account Signature Card

Please check one: ☐ New Member Card ☐ Addition to Signatures on File ☐ Replacement of All Signatures on File

To delete a signer, please provide a written request on your company's letterhead, signed by an officer.

Institution Name FHFA ID#

Address City State Zip

User Name (Please Print or Type)	Title	Original Signature

PLEASE STRIKE-THROUGH UNUSED LINES

Important – Please complete the certification set forth below

To: Federal Home Loan Bank of Dallas ("Bank")

I certify that (i) I am the duly elected, qualified acting Secretary, Assistant Secretary, Cashier, or Assistant Cashier of the above-named institution or other person authorized by the above-named institution's Board of Directors to make the certifications herein and (ii) in accordance with applicable resolutions of said Board of Directors, the above-named individuals are duly authorized by our Board of Directors and may be recognized by Bank for the purposes designated above as set forth in such resolutions. I further certify that the signatures are the genuine signatures of the persons named above and that such persons presently hold the offices in the above-named institution set forth next to such persons' names. If I have not stricken through unused user boxes, I understand that unused user boxes will be stricken through by authorized Bank personnel.

Print Name Authorized Signature Date

Must be signed by an authorized designee as provided for in the Corporate Certificate of Authority

Completed forms should be sent to:

Federal Home Loan Bank of Dallas | Attn: Processing and Review Department | P.O. Box 619026 |
Dallas, TX 75261-9026 Phone:844.FHL.Bank | memberservices@fhlb.com

Do Not Fax or Email – Original Signatures are Required – Additional forms are available at www.fhlb.com