

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 certification at the bottom of the signature card must be signed and dated by one of the following individuals (a "Certifying Officer"): 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 in the signature card.

- If your Board of Directors has authorized individuals other than the Secretary, Assistant Secretary, Cashier, or Assistant Cashier to execute the certification at the bottom of each signature card, this authorization should be indicated on pages 2 and 3 of the Corporate Certificate of Authority (pg. 2- "Further Provisions" and the signature page). You may also need to deliver a Certificate of Incumbency. If you do not know 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.
- If the Certifying Officer is also named 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/she is notarizing.

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 your 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 Beverly Ross 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) Users will be given access to all DDA accounts assigned to the FHFA ID.

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

Submission of Signature Card

Signature Cards Returned to Other Departments May Delay Processing

To avoid delays in the processing of your signature cards, please ensure that all of the information requested above is provided and 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:

Federal Home Loan Bank of Dallas
Attn: Processing and Review Department
8500 Freeport Parkway South
Suite 100, Legal Department
Irving, Texas 75063-2547





Member driven.
Community focused.

Instructions for Completing The Wire Transfer Signature Card

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 AT LEAST TWO USERS AUTHORIZED TO CONDUCT WIRE TRANSACTIONS.				
Yes <input type="checkbox"/> • Check yes to <u>grant</u> the caller access to this function. No <input type="checkbox"/> • Check no to <u>prohibit</u> the caller access to this function. You must indicate YES or access will not be provided.	Yes <input type="checkbox"/> • Check yes to <u>grant</u> the caller access to this function. No <input type="checkbox"/> • Check no to <u>prohibit</u> the caller access to this function. You must indicate YES or access will not be provided.	Yes <input type="checkbox"/> • Check yes to <u>grant</u> the caller access to this function. No <input type="checkbox"/> • Check no to <u>prohibit</u> the caller access to this function. You must indicate YES or access will not be provided.	Yes <input type="checkbox"/> • Check yes to <u>grant</u> the caller access to this function. No <input type="checkbox"/> • Check no to <u>prohibit</u> the caller access to this function. You must indicate YES or access will not be provided.	Yes <input type="checkbox"/> • Check yes to <u>grant</u> the caller access to this function. No <input type="checkbox"/> • 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 AUTHORIZATION 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. 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.	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. All non-repetitive wire transfers will require a secondary authorizer to approve the transfer.	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.	Initiator <input type="checkbox"/> • Check box to grant the caller the ability to initiate a Drawdown Authorization Form on behalf of your institution. Authorizer <input type="checkbox"/> • 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 initiator and authorizer will be given.	Initiator <input type="checkbox"/> • Check box to grant the caller the ability to initiate a Repetitive Set-Up Form on behalf of your institution. Authorizer <input type="checkbox"/> • 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 initiator and authorizer will be given.
FOR FURTHER ASSISTANCE WITH THIS CARD, PLEASE CONTACT MEMBER SERVICES DESK: 844.FHL.BANK (844.345.2265)				

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 Services Product Guide, if needed.

⁵ REPETITIVE SET-UP is a template request initiated by your institution on an as needed basis. This set-up contains writing 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 transfer. These repeat codes will be made available for SecureConnect and telephone wire initiation, pending individual user authorization. This form is available on our website in the Correspondent Services Product Guide, if needed.



Member driven.
Community focused.

Wire Transfer Signature Card

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

New Member Card
 Replacement of All Signatures on File
 Addition to Signatures on File
 Replace Existing User Authority: _____
 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 _____

- 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.							
		()	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____ If >\$ _____, secondary authorization is required.	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	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 <input type="checkbox"/> Limit \$ _____ If >\$ _____, secondary authorization is required.	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	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 <input type="checkbox"/> Limit \$ _____ If >\$ _____, secondary authorization is required.	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	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 <input type="checkbox"/> Limit \$ _____ If >\$ _____, secondary authorization is required.	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Limit \$ _____	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"/>

Important – Please complete the certification set forth below *Secondary Authorization is required for all non-repetitive wires.
To: 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 the 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 name boxes, I understand that unused user boxes will be deleted 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