

Change of Signer

CHECKLIST



COASTAL COMMUNITY
CREDIT UNION

Coastal Community Credit Union would like to assist in making your business/organization's change of signers experience as easy and efficient as possible. To help us achieve this, please take a few moments to review the following expectations and checklist for this process:

- Assign a Designated Contact Person to facilitate the change of signers from start to finish.**
Coastal Community requests that all businesses/organizations undergoing a change of signers **assign one signer** to be the Designated Contact Person. This individual **must be an existing signer** of the business membership as we are limited to what information can be provided to new signers.
- Have the Designated Contact Person review their role and responsibilities below:**
 - ✓ Will act as the liaison between the business and credit union for all communications and to ensure all change requests are coordinated as efficiently as possible.
 - ✓ Ensure all signers (new and existing) are aware of:
 - Their role and responsibilities as signers – refer to the descriptions: [Authorized Signatory vs. Authorized User](#)
 - They will be contacted by the employee assisting with the change of signers to facilitate updating and/or completing their signer profile and consent form.
 - Inform all **new** Authorized Signatories that a credit check will be completed.
 - The Designated Contact Person will inform all signers (who are added, existing and removed) once changes are completed and come into effect.
 - ✓ If prompted by the employee, assist in contacting signers to advise of next steps.
- Complete the [Change of Signers Request Form](#) and check for accuracy before returning it to your branch contact or preferred branch.**
If needed, fill out the [Appendix](#) and submit along with the complete request form.
- For Corporations or Registered Societies, record the date that the requested changes were submitted to BC Online: _____.** **And submit a copy of the BC Registry submission to the credit union employee.
- Be prepared for your scheduled telephone appointment. The purpose of the telephone appointment is to:**
 - ✓ Review the requested changes with your branch contact.
 - ✓ To be advised of next steps and what to expect during the change of signers process.
 - ✓ To ask questions.