THE FEDERAL RESERVE
Financial Services

Official Authorization List: Account & Non-Account Holder Instructions via Docusign® Instructions

January 2026

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Section 1

Official Authorization List

The Official Authorization List (OAL) form serves as a legal basis for establishing the identity and the authority of individuals to take actions that bind your institution as they relate to the institution's use of or access to Federal Reserve services. This includes authorization for the FedLine® access solution. All OAL webform links (via Docusign/ID.me®) are available on FRBservices.org®.

The OAL form, along with the Certificate of Resolutions Authorizing an Institutions to Open and Maintain Accounts and Use Services form (Board Resolutions form), must be in place before your institution may request any changes to existing services or access to new services.

These instructions provide detailed step-by-step guidance for submitting the relevant *OAL* form via Docusign and ID.me. Additionally, the following tips may be helpful in ensuring this *OAL* form is properly completed:

- There are two separate versions of the OAL form based on institution type. Verify that you have completed the appropriate version based on your institution type.
    - Federal Reserve Bank Official Authorization List Account and Non-Account Holders (OAL)
    - Federal Reserve Bank Official Authorization List Non-Depository Institution and/or Non-Financial Entities (OAL)
    - If any of the individuals listed on the OAL, reside in a foreign country, please do not continue with submitting an OAL via Docusign. Forms must be physically executed and original documents submitted to the address below. Forms can be requested by contacting National Accounting and Customer Support at: (800) 309-6156 or sys.fso.nacs@mpls.frb.org.

U.S. branches or agencies of foreign banks[1] cannot submit a Board Resolutions form or an OAL form through the process described in these instructions. Forms must be physically executed and original documents submitted to the address below. Forms can be requested by contacting National Accounting and Customer Support at: (800) 309-6156 or sys.fso.nacs@mpls.frb.org.

National Accounting and Customer Support
Federal Reserve Bank of Minneapolis
Financial Management Group
90 Hennepin Ave
P.O. Box 291
Minneapolis, MN 55480-0291

The OAL form described in these instructions does not pertain to Discount Window transactions governed by the Federal Reserve Bank Operating Circular 10 (OC 10). For Discount Window authority, a separate set of forms must be completed, which may be found at FRBservices.org. These instructions do pertain to the OAL form for the FedLine access solution, which may be used to access the Discount Window.

[1] Before accessing Federal Reserve Bank accounts or services, a U.S. branch or agency of a foreign bank must complete (i) the package of documents specific to such branches or agencies available at FRBservices.org and (ii) the Account and Non-Account Holder OAL form.

Section 2

Submitting an Account & Non-Account Holder OAL Form

The OAL form requires three types of information, which are: (i) basic information about the entity and the OAL form's use, (ii) information about the Authorizing Officer and related certifications and signatures, and (iii) information about the Authorized Individuals and related signatures.

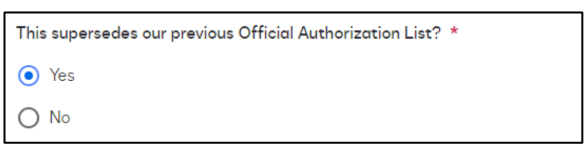
Institution Information

The initial information identifies if the OAL form will supersede a previous version, the legal name of the institution seeking Federal Reserve Bank services, effective date of the OAL form and the institution's head office location.

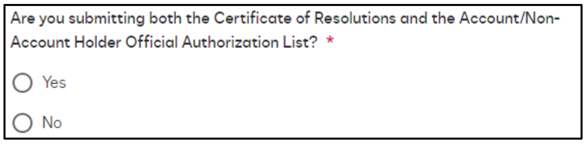
The Submitter (individual filling out the OAL form) begins the process utilizing Docusign which may be accessed via the Accounting Services Form page on FRBServices.org.

1. Select Begin, as seen below.

2. Select Yes or No to supersede the previous OAL form on file.
   a. Selecting yes, will replace the current OAL form on file.
   b. Selecting no, will append/add to current OAL form on file.



3. Provide the legal name of the institution.
   - This cannot be an affiliate, such as a holding company.
4. Provide the Routing Transit Number (RTN) (nine-digit transit routing number) or Customer Identification Number (CIN) (a nine-digit identification number) used to transact business with the Federal Reserve Bank.
5. Select "Yes" or "No" if a Board Resolutions form will be submitted along with the OAL form.


Are you submitting both the Certificate of Resolutions and the Account/Non-Account Holder Official Authorization List? *

Yes

No

6. If yes, verify and acknowledge that the effective date of the OAL form is on or after the date listed on the Certificate of Resolutions by typing “I understand.”
7. Provide the desired effective date for the OAL form.
8. Provide the institution street address, city, state, zip code and telephone number.
9. Click Next

Contact Information

This section identifies the contact information for the Submitter, Authorizing Officer and the Certifying Official.

- If any of the individuals listed on the OAL form, reside in a foreign country, please do not continue with submitting an OAL via Docusign. Forms must be physically executed and original documents submitted to the address below. Forms can be requested by contacting National Accounting and Customer Support at: (800) 309-6156 or sys.fso.nacs@mpls.frb.org.

A. Submitter: This section identifies the individual who is filling out the information on the Docusign OAL form.

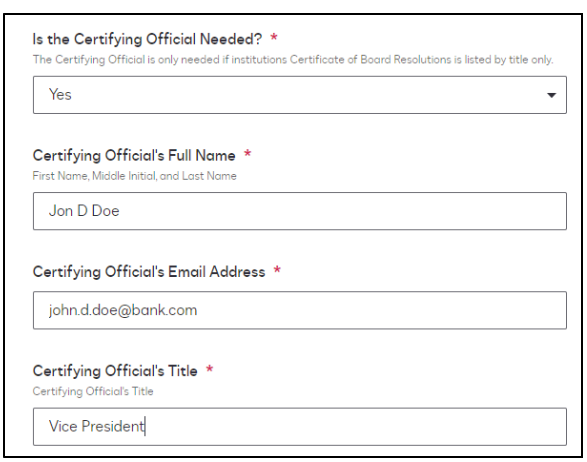
   - Note: after completion of the form, the Submitter will receive an email notification of the submission. This will allow the Submitter to track the form’s status.

   1. Provide the name (First, MI, Last) of the individual completing the OAL form.
   2. Provide the email of the individual completing the OAL form.

B. Certifying Official: This section identifies an individual who is authorized to certify that the individual listed as an Authorized Officer holds one of the titles listed in the Second Resolution on the Board Resolutions form.

   - A Certifying Official is required only if the Authorized Officer is identified by Title only, on the Second Resolution of the Board Resolutions form.
   - Note: the Certifying Official cannot be the same individual listed as the Authorizing Officer.

   3. If the institution <u>lists individuals by title only</u>, select yes, as seen below.


Is the Certifying Official Needed? *

The Certifying Official is only needed if institutions Certificate of Board Resolutions is listed by title only.

Yes

Certifying Official's Full Name *

First Name, Middle Initial, and Last Name

Jon D Doe

Certifying Official's Email Address *

john.d.doe@bank.com

Certifying Official's Title *

Certifying Official's Title

Vice President

4. Provide the name (First, MI, Last) of the Certifying Official.
5. Provide the email address of the Certifying Official.
6. Provide the title of the Certifying Official.

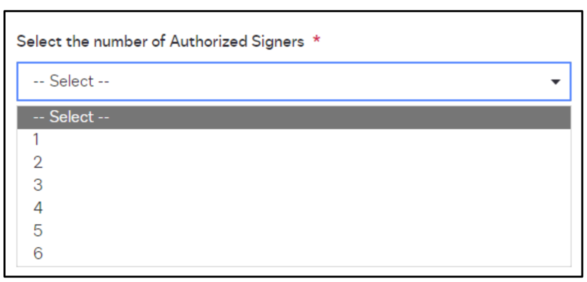
C. Authorizing Officer: This section identifies the individual providing authorization for the Authorized Individuals, as authorized in the Second Resolution of the Board Resolutions form. Note that the Authorizing Officer identified in this section **must be listed in the Second Resolution** of the Board Resolutions form.

1. Provide the name (First, MI, Last) of the Authorizing Officer from the Second Resolution on the Board Resolutions form.
2. Provide the Authorizing Officer's email address from the Second Resolution on the Board Resolutions form.
3. Click Next.

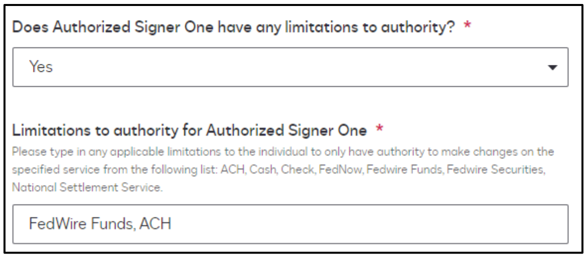
Authorized Signer Information

This section identifies individuals who are authorized to transact business and issue instructions on behalf of the institution listed on page one of the form and who can further delegate their authority to others who can transact business and issue instructions on behalf of the institution. Such actions may include successive sub-delegations of authority (for example, via an Authorized individual below granting authority to an End User Authorization Contact who may select services and take all other actions, including granting access to services to a Subscriber).

1. Select the number of Authorized Signers for the institution, as seen below.
   - If more than six signers are required, please contact National Accounting and Customer Support at: (800) 309-6156 or sys.fso.nacs@mpls.frb.org.



2. Provide the name (First, MI, Last) for each of the Authorized Signers.
3. Provide the email address for each of the Authorized Signers.
4. Select if there is Limitations to Authority for each of the Authorized Signers.
   a. If there are no service limitations, choose No.
   b. If there are service limitations, choose Yes.
   - Limitations to Authority identifies service(s) the Authorized Signer is limited to making or approving changes. The below image reflects that the Authorized Signer is limited to approving Fedwire® and FedACH®



5. Click Next.

Summary

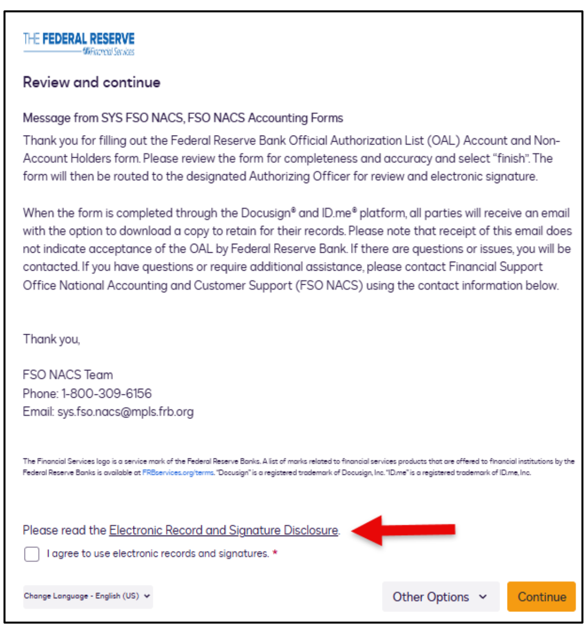
The following section identifies completed information and allows the opportunity to edit prior to submission by clicking the pencil icon on the upper right corner of the section being reviewed.

1. Review the Institution information (Superseding previous OAL form, Institution name, RTN/CIN, is the OAL form being submitted with a Board Resolutions form, date of resolutions acknowledgement, effective date, and the institution's office location).
2. Review the contact information (name and email of the Submitter, name and email of the Authorized Offer listed in the Second Resolution and the name, email, and title of a Certifying Official if the Second Resolution lists titles only).
3. Review the name, email and limitations to authority for the Authorized Signer(s) information.
4. Click Next

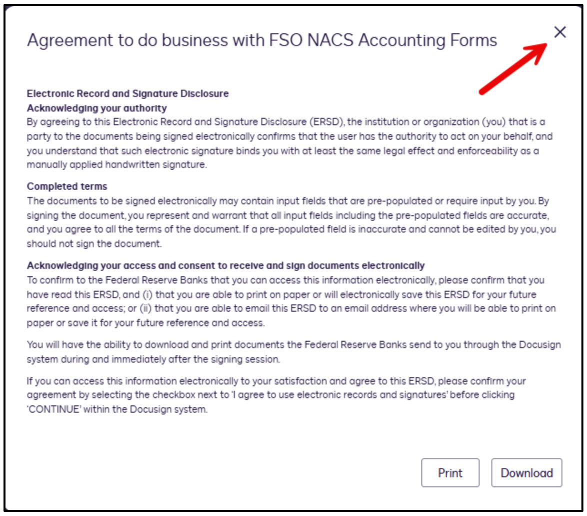
Form Review

The following section presents an electronic version of the OAL form for review.

1. Review & continue: Review the information outlining the next steps as seen below. Click on hyperlink for the Electronic Record and Signature Disclosure (ERSD).



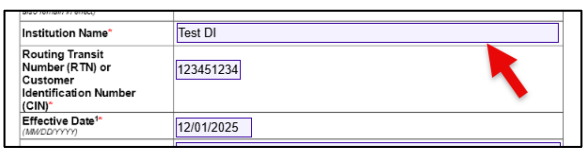
2. Click the "X" on the ERSD screen, as seen below:



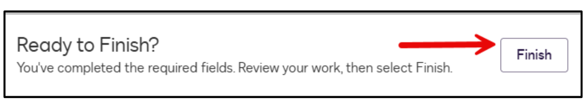
3. Click "I agree to use electronic records and signatures" if choosing to submit the OAL form electronically.

5. See Appendix A to Decline to Sign if choosing not to submit the OAL form electronically.

6. Review the electronic OAL form with the information you provided. Edits may be made by placing the cursor in the blue outlined box, as seen below.



7. Once the review has been completed, click "Finish," as shown below.



8. Congratulations, the OAL form has been completed by the Submitter and will be routed to the Authorizing Officer, Certifying Official (if applicable), and Authorized Signers to review and sign.

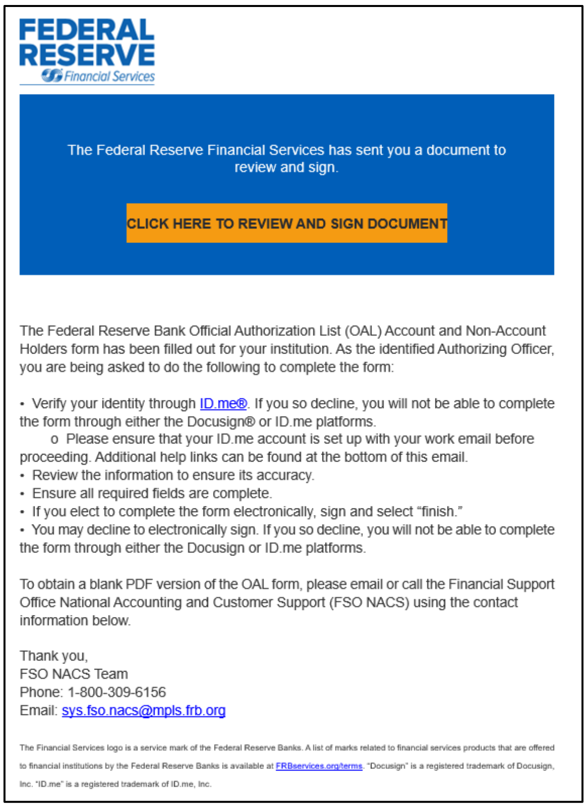
Section 3

Reviewing an Account & Non-Account Holder OAL Form

This section addresses the review and signing process for the Authorizing Officer, Authorized Signers and the Certifying Official.

Authorizing Officer

1. You will receive an email describing the next steps.



FEDERAL RESERVE
Financial Services

The Federal Reserve Financial Services has sent you a document to review and sign.

CLICK HERE TO REVIEW AND SIGN DOCUMENT

The Federal Reserve Bank Official Authorization List (OAL) Account and Non-Account Holders form has been filled out for your institution. As the identified Authorizing Officer, you are being asked to do the following to complete the form:

- Verify your identity through ID.me®. If you so decline, you will not be able to complete the form through either the Docusign® or ID.me platforms.
  - o Please ensure that your ID.me account is set up with your work email before proceeding. Additional help links can be found at the bottom of this email.
- Review the information to ensure its accuracy.
- Ensure all required fields are complete.
- If you elect to complete the form electronically, sign and select "finish."
- You may decline to electronically sign. If you so decline, you will not be able to complete the form through either the Docusign or ID.me platforms.

To obtain a blank PDF version of the OAL form, please email or call the Financial Support Office National Accounting and Customer Support (FSO NACS) using the contact information below.

Thank you,
FSO NACS Team
Phone: 1-800-309-6156
Email: sys.fso.nacs@mpls.frb.org

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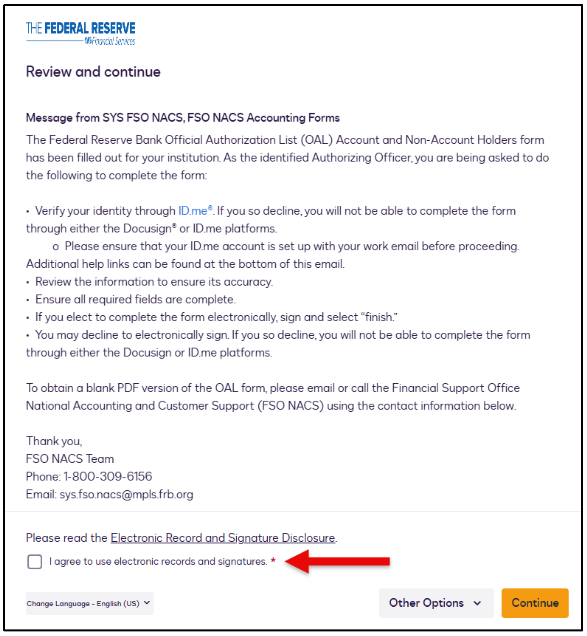
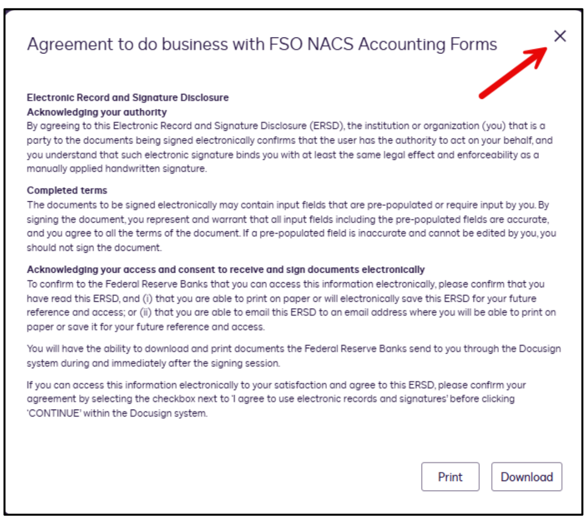
2. You will be directed to ID.me for identity verification; see Appendix B for ID.me steps.
3. Once the ID.me steps have been completed, you will be routed back to Docusign.
4. Review & continue. Review the information outlining the next steps below. Click on hyperlink for the Electronic Record and Signature Disclosure (ERSD).

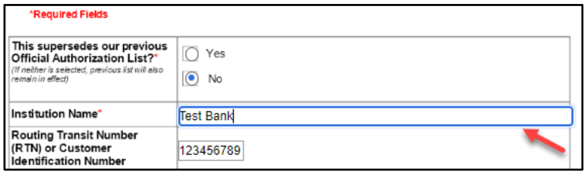


5. Click the "X" on the ERSD screen, as seen below:

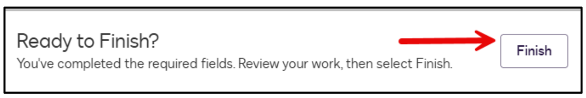


6. Click "I agree to use electronic records and signatures" and click "Continue" if choosing to submit the OAL form.

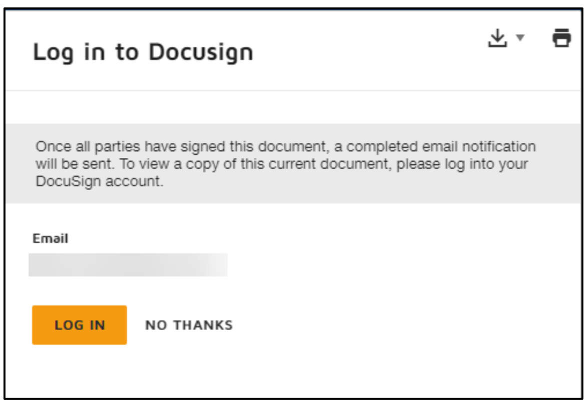
7. See Appendix A to Decline to Sign if choosing not to submit the OAL form electronically.
8. Review the electronic OAL form with the information provided. Edits may be made by placing the cursor in the black outlined box, which will turn blue, as seen below.



9. Electronically sign the OAL form.
10. Provide the Authorizing Officer's title.
11. Optional: Enter "+1" followed by the country code and national number (01 for US or US Territories).
12. Provide the 10-digit phone number (###-###-####).
13. Provide the extension.
14. Click Finish at the bottom of screen once the OAL form has been reviewed and additional information provided.



15. Individuals can view a copy of OAL form by logging into their Docusign account.



16. Congratulations, you are done signing! Click "No Thanks" to be taken back to the Accounting Services Forms page on FRBServices.org.
17. After the Authorizing Officer has clicked "Finish", the OAL form will require the additional signatures, in the below order:

    Certifying Official (Only required if Second Resolution from the Board Resolutions form lists titles only.)

    - If the Certifying Official section is selected, all required fields must be completed. Contact National Accounting and Customer Support at: (800) 309-6156 or sys.fso.nacs@mpls.frb.org.

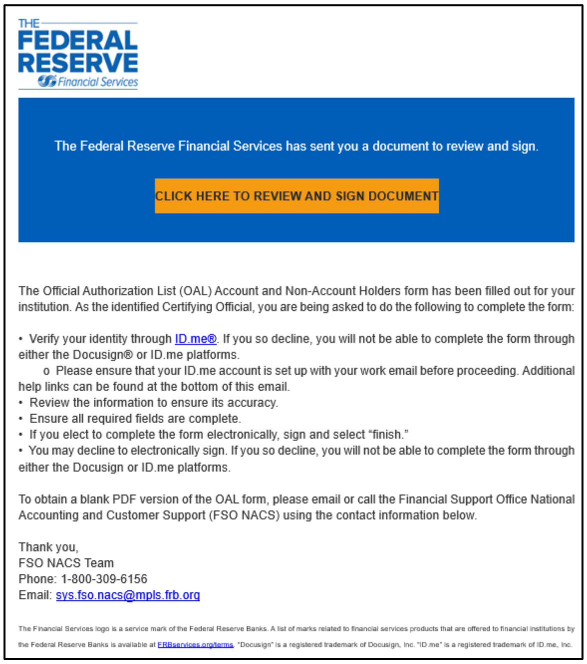
    Authorized Signer(s)

    - Authorizing Officer, as the Authorizing Officer, you will review and initial the final document which has been signed by Authorized Signers and the Certifying Official.

Certifying Official

The following steps will be taken by the individual listed as a Certifying Official. This section is required only if the Second Resolution of the Board Resolutions form lists Titles only for the Authorizing Officer.

1. You will receive an email outlining the next steps.



THE FEDERAL RESERVE Financial Services

The Federal Reserve Financial Services has sent you a document to review and sign.

CLICK HERE TO REVIEW AND SIGN DOCUMENT

The Official Authorization List (OAL) Account and Non-Account Holders form has been filled out for your institution. As the identified Certifying Official, you are being asked to do the following to complete the form:

- Verify your identity through ID.me®. If you so decline, you will not be able to complete the form through either the Docusign® or ID.me platforms.
  - Please ensure that your ID.me account is set up with your work email before proceeding. Additional help links can be found at the bottom of this email.
- Review the information to ensure its accuracy.
- Ensure all required fields are complete.
- If you elect to complete the form electronically, sign and select "finish."
- You may decline to electronically sign. If you so decline, you will not be able to complete the form through either the Docusign or ID.me platforms.

To obtain a blank PDF version of the OAL form, please email or call the Financial Support Office National Accounting and Customer Support (FSO NACS) using the contact information below.

Thank you,
FSO NACS Team
Phone: 1-800-309-6156
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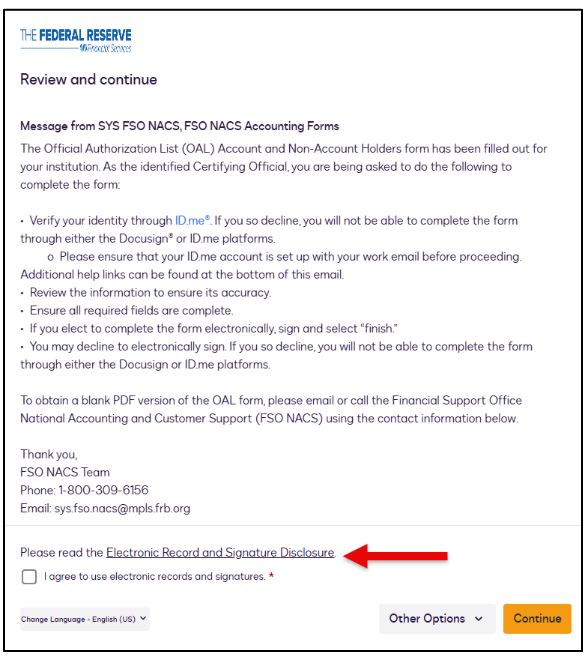
2. You will be directed to ID.me for identity verification.
3. See Appendix B for ID.me steps.
4. Once the ID.me steps have been completed, you will be routed back to Docusign.
5. Review & continue. Review the information outlining the next steps as seen below. Click on hyperlink for the Electronic Record and Signature Disclosure (ERSD).



THE FEDERAL RESERVE Financial Services

Review and continue

Message from SYS FSO NACS, FSO NACS Accounting Forms

The Official Authorization List (OAL) Account and Non-Account Holders form has been filled out for your institution. As the identified Certifying Official, you are being asked to do the following to complete the form:

- Verify your identity through ID.me®. If you so decline, you will not be able to complete the form through either the Docusign® or ID.me platforms.
  - Please ensure that your ID.me account is set up with your work email before proceeding. Additional help links can be found at the bottom of this email.
- Review the information to ensure its accuracy.
- Ensure all required fields are complete.
- If you elect to complete the form electronically, sign and select "finish."
- You may decline to electronically sign. If you so decline, you will not be able to complete the form through either the Docusign or ID.me platforms.

To obtain a blank PDF version of the OAL form, please email or call the Financial Support Office National Accounting and Customer Support (FSO NACS) using the contact information below.

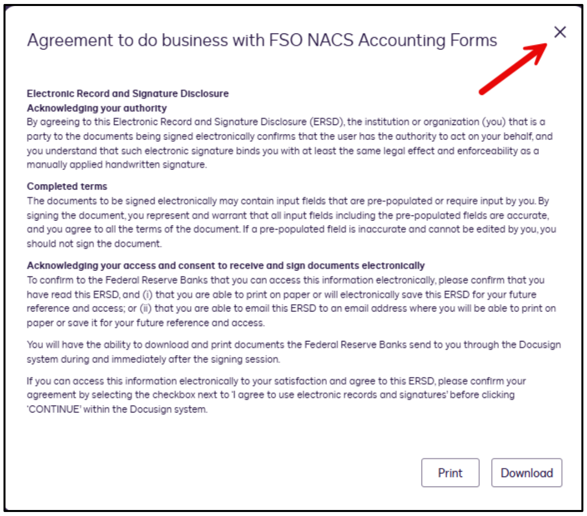
Thank you,
FSO NACS Team
Phone: 1-800-309-6156
Email: sys.fso.nacs@mpls.frb.org

Please read the Electronic Record and Signature Disclosure.

I agree to use electronic records and signatures. *

Change Language - English (US) | Other Options | Continue

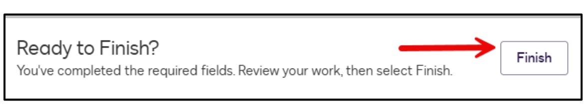
6. Click the "X" on the ERSD screen, as seen below:



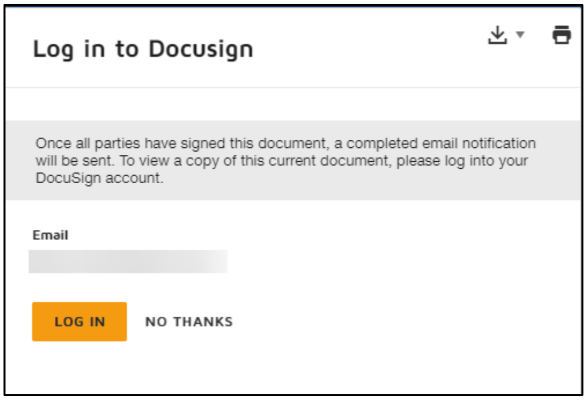
7. Click “I agree to use electronic records and signatures” if choosing to submit the form electronically.

8. See Appendix A to Decline to Sign if you choose not to submit the OAL form electronically.
9. Click Start, in the upper left corner of the OAL form, to be directed to the Certifying Official Section.

10. Review the submitted information and complete the designated fields for the Certifying Official.
11. Review the name and title of the Authorizing Officer.
12. Review the name and title of the Certifying Official.
13. The Authorizing Officer’s name or name and title must be listed on the Second Resolution of the Board Resolutions form and cannot be the same individual listed as the Certifying Official.
14. Electronically sign the OAL form.
15. Click Finish at the bottom of screen once the OAL form has been reviewed and additional information provided.



16. Individuals can view a copy of the OAL form by logging into their Docusign account.

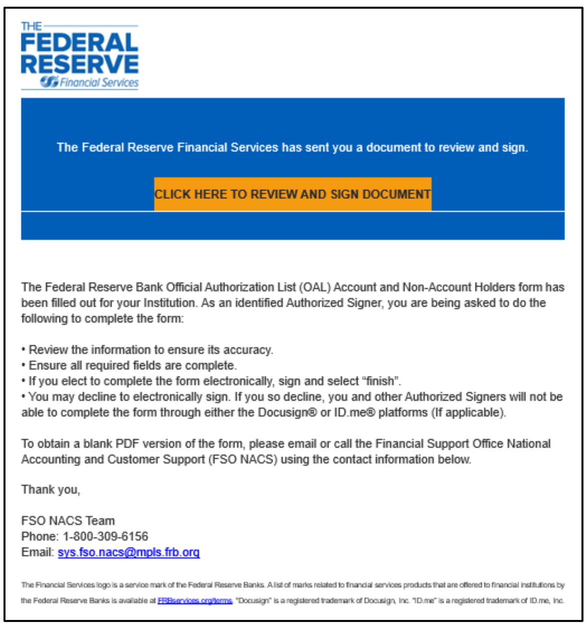


17. Congratulations, you are done signing! Click “No Thanks” to be taken back to the Accounting Services Forms page on FRBServices.org.

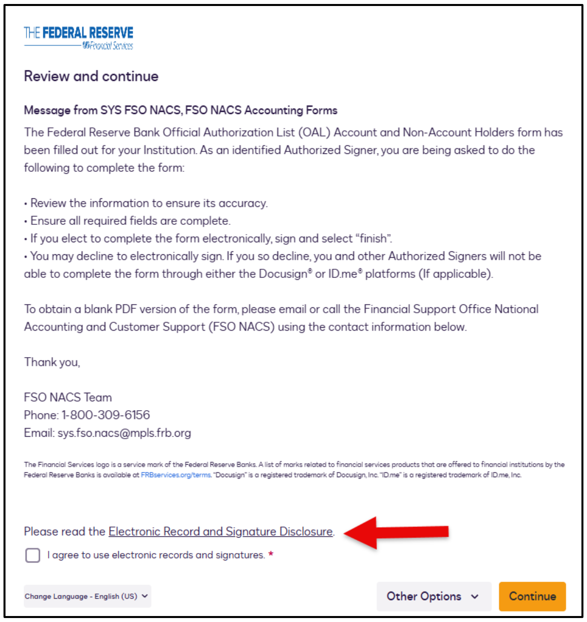
Authorized Signer(s)

The following steps will be taken by the individual(s) listed as an Authorized Signer.

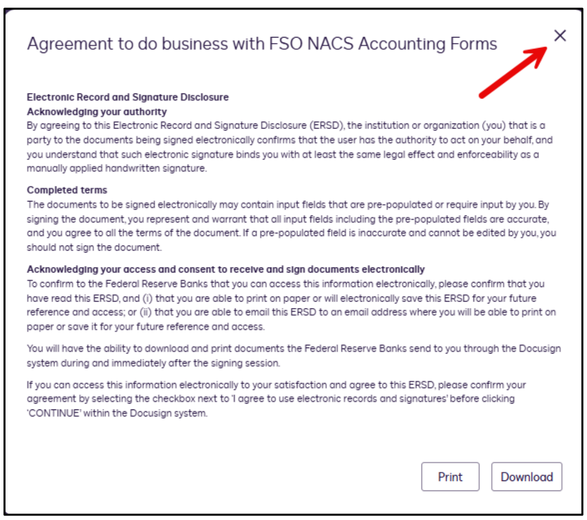
1. You will receive an email to start the process.



2. You will be directed to Docusign.
3. Review & continue. Review the information outlining the next steps as seen below. Click on hyperlink for the Electronic Record and Signature Disclosure (ERSD).



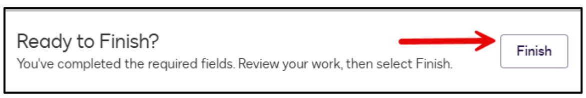
4. Click the "X" on the ERSD screen, as seen below:



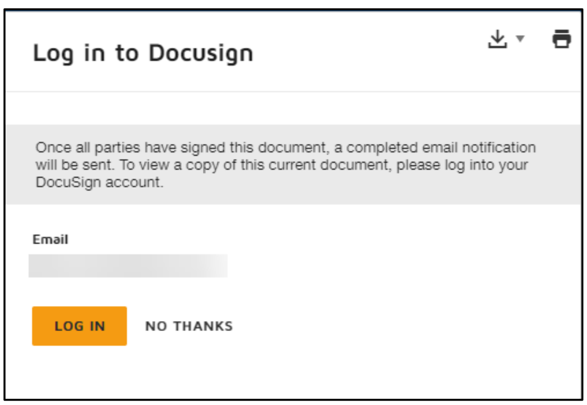
5. Click "I agree to use electronic records and signatures" and click "Continue" if choosing to submit the OAL form.

6. See Appendix A to Decline to Sign if you choose not to submit the OAL form electronically.
7. Click Start, in the upper left corner of the OAL form, to be directed to the Authorized Signer Section.

8. Review the submitted information and complete the designated fields for this Authorized Signer.
9. Optional: Enter “+1” followed by the country code and national number (01 for US or US Territories).
10. Provide the 10-digit work phone number (###-###-####).
11. Provide the work number extension.
12. Provide the 10-digit mobile phone number (###-###-####).
13. Provide the Authorized Signer’s title.
14. Electronically sign the OAL form.
15. Click Finish at the bottom of screen once the OAL form has been reviewed and additional information provided.



16. Individuals can view a copy of the OAL form by logging into their Docusign account.

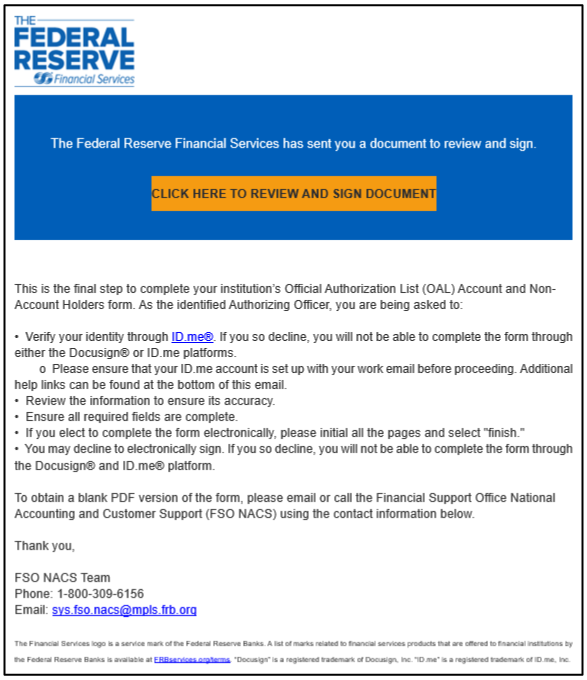


17. Congratulations, you are done signing! Click Continue to be taken back to the Accounting Services Forms page on FRBServices.org.

Authorizing Officer

The following section identifies the final steps to be taken by the individual listed as the Authorizing Officer.

1. You will receive an email stating the next steps.



THE FEDERAL RESERVE Financial Services

The Federal Reserve Financial Services has sent you a document to review and sign.

CLICK HERE TO REVIEW AND SIGN DOCUMENT

This is the final step to complete your institution's Official Authorization List (OAL) Account and Non-Account Holders form. As the identified Authorizing Officer, you are being asked to:

- Verify your identity through ID.me®. If you so decline, you will not be able to complete the form through either the Docusign® or ID.me platforms.
    - Please ensure that your ID.me account is set up with your work email before proceeding. Additional help links can be found at the bottom of this email.
- Review the information to ensure its accuracy.
- Ensure all required fields are complete.
- If you elect to complete the form electronically, please initial all the pages and select "finish."
- You may decline to electronically sign. If you so decline, you will not be able to complete the form through the Docusign® and ID.me® platform.

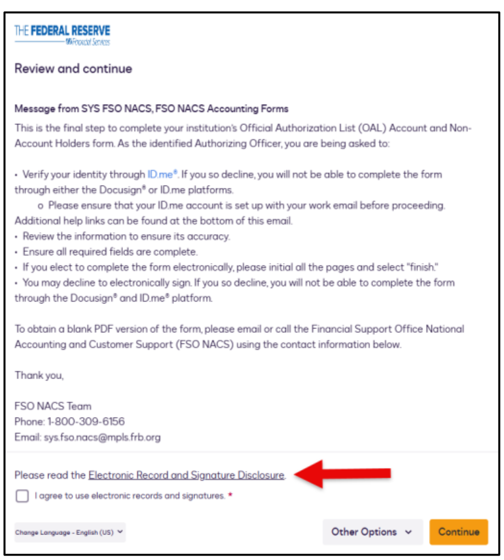
To obtain a blank PDF version of the form, please email or call the Financial Support Office National Accounting and Customer Support (FSO NACS) using the contact information below.

Thank you,

FSO NACS Team
Phone: 1-800-309-6156
Email: sys.fso.nacs@mpls.frb.org

The Financial Services logo is a service mark of the Federal Reserve Banks. A list of marks related to financial services products that are offered to financial institutions by the Federal Reserve Banks is available at FRBservices.org/terms. "Docusign" is a registered trademark of Docusign, Inc. "ID.me" is a registered trademark of ID.me, Inc.

2. You will be directed to ID.me for identity verification.
3. See Appendix B for ID.me steps.
4. Once the ID.me steps have been completed, you will be routed back to Docusign.
5. Review & continue. Review the information outlining the next steps as seen below. Click on hyperlink for the Electronic Record and Signature Disclosure (ERSD).



THE FEDERAL RESERVE Financial Services

Review and continue

Message from SYS FSO NACS, FSO NACS Accounting Forms

This is the final step to complete your institution's Official Authorization List (OAL) Account and Non-Account Holders form. As the identified Authorizing Officer, you are being asked to:

- Verify your identity through ID.me®. If you so decline, you will not be able to complete the form through either the Docusign® or ID.me platforms.
    - Please ensure that your ID.me account is set up with your work email before proceeding. Additional help links can be found at the bottom of this email.
- Review the information to ensure its accuracy.
- Ensure all required fields are complete.
- If you elect to complete the form electronically, please initial all the pages and select "finish."
- You may decline to electronically sign. If you so decline, you will not be able to complete the form through the Docusign® and ID.me® platform.

To obtain a blank PDF version of the form, please email or call the Financial Support Office National Accounting and Customer Support (FSO NACS) using the contact information below.

Thank you,

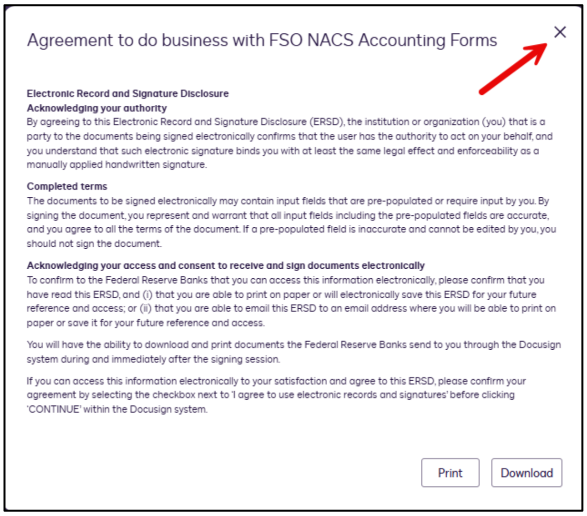
FSO NACS Team
Phone: 1-800-309-6156
Email: sys.fso.nacs@mpls.frb.org

Please read the Electronic Record and Signature Disclosure.

☐ I agree to use electronic records and signatures. *

Change Language - English (US) | Other Options | Continue

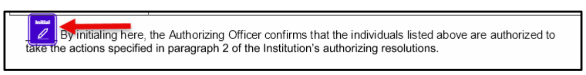
6. Click the “X” on the ERSD screen, as seen below:



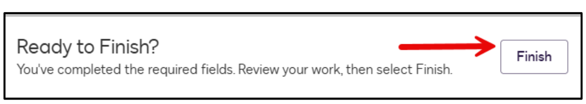
7. Click “I agree to use electronic records and signatures” and click “Continue” if choosing to submit the OAL form.

8. Click Start, in the upper left corner of the OAL form, to be directed to the Authorized Officers section.

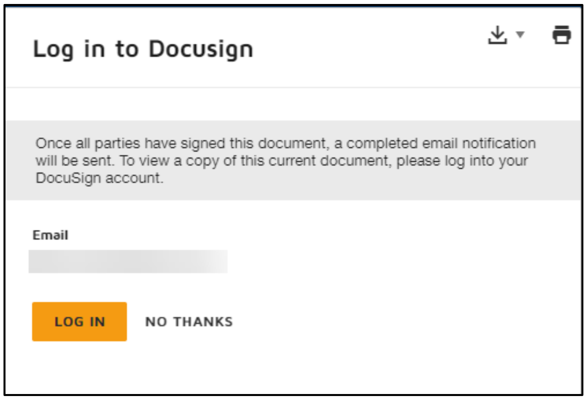
9. Electronically initial, the bottom of each Authorized Signer page, as shown below, to confirm the individuals listed are authorized to take the actions specified in the Second Resolution of the Board Resolutions form.



10. Click Finish at the bottom of screen once the form has been reviewed and additional information provided.



11. Individuals can view a copy of the OAL form by logging into their Docusign account.

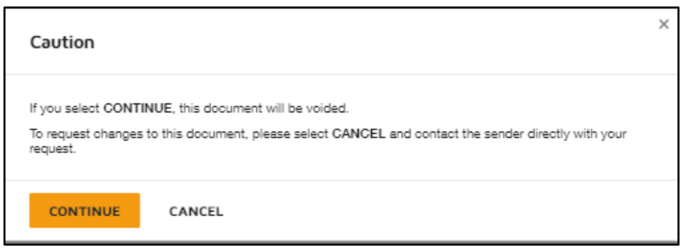


12. Congratulations, you are done signing! Click “No Thanks” to be taken back to the Accounting Services Forms page on FRBServices.org.
    - **Please note, the form is not final until FSO NACS has reviewed the document for accuracy and completeness, at which point, an email will be sent to the submitter advising if corrections are required or if the form has been activated.**
13. FSO NACS will contact the institution if there are any questions when processing the OAL form.

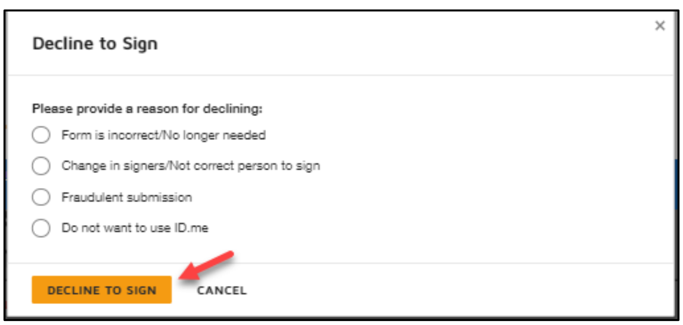
Appendix A

Decline to Sign

1. If the OAL form should not be submitted, click the down arrow next to “Other Actions” and click “Decline to Sign,” as seen in the below screen shot.
    - Please note, by selecting “Continue” the current in process OAL form will be voided.
    - Individual declining to sign voids the current in process OAL form at the institution level, as such your institution will not be able to continue with this specific submission, via the Docusign platform.
    - The OAL form can be resubmitted via the Docusign platform, or the institution should contact FSO NACS to discuss alternative options.
2. Click Continue to void the OAL form or click Cancel to proceed with submitting the OAL form.
    - Please note, by selecting “Continue” the OAL form will be voided.



3. Select the reason for declining.
4. Click Decline to Sign.



Appendix B

ID.me

An Authorized Signer and Certifying Official will have two options once they are directed to ID.me, they can either create a new account or sign into an existing account.

- The account must be registered with the email address used to conduct business with the Federal Reserve.

Create an ID.me account

1. Visit the ID.me Help Center, select "Creating an ID.me account for the first time?" and follow the steps to create an account with your personal email address.
2. Add the email used to conduct business with the Federal Reserve as the primary email address.
3. After you create your account, return to this email and select **Sign in with ID.me to review document**.

Log into your ID.me account

1. Don't create another account. Use your existing account and follow these steps to add email used to conduct business with the Federal Reserve as the primary email address.
2. After you set up your account, return to this email and select **Sign in with ID.me to review document**.

Troubleshooting

1. If you get an error message that says "The page you are attempting to reach has encountered an error. Please try again," check that email used to conduct business with the Federal Reserve is the primary email address on your ID.me account
2. If you have already created a duplicate ID.me account, follow these steps to remove your work email address from the duplicate account and add it to your original ID.me account.
    - Setting up your ID.me account for work – ID.me Help Center

Appendix C

Sample Account and Non-Account Holder OAL

THE FEDERAL RESERVE
Financial Services

INTERNAL FR
(Upon receipt by the Federal Reserve Banks)

Federal Reserve Bank Official Authorization List Account and Non-Account Holders

*Required Fields

This supersedes our previous Official Authorization List?* *(If neither is selected, previous list will also remain in effect)*	☐ Yes ☐ No
Institution Name*	
Routing Transit Number (RTN) or Customer Identification Number (CIN)*	
Effective Date[1]* *(MM/DD/YYYY)*	
Street Address*	
City*	
State*	
Zip Code*	
Telephone*	

Desired effective date cannot be prior to the adopted date on the BR.

[1] The form is effective no earlier than the business day following the business day that the appropriate Federal Reserve Bank processes the request. If the requested Effective Date cannot be met, the company will be notified.

INTERNAL FR
(Upon receipt by the Federal Reserve Banks)

Authorizing Officer* (Must be identified by title only or by name and title in paragraph 2 of your institution's authorizing resolutions):

To the Federal Reserve Banks: below and on the following pages are the names, titles, and signatures of the individuals authorized to take the actions specified in paragraph 2 of the institution's authorizing resolutions, including to execute agreements, transact business, and issue instructions on behalf of the institution identified on page 1 of this document. Such actions may include successive sub-delegations of authority (for example, via an Authorized individual below granting authority to an End User Authorization Contact who may select services and take all other actions, including granting access to services to a Subscriber).

Signature*			
Title*			
Name* (First Name, Middle Initial and Last Name)	Full Name*		
Phone*	Country Code	Phone	Extension
Email Address*			

Authorizing Officer will be directed to ID.me for identity verification.

This section must be completed if paragraph 2 of the BR contains titles only.

Certifying Official (The section must be completed **if** paragraph 2 of your institution's authorizing resolutions identifies authorized officers by title only. The certifying official must be the secretary or assistant secretary of the institution or another officer of similar or higher rank. The official must also have the authority to certify the statements in this document.)

I, ______________________________,
(Certifying Official's Printed Name and Title)
of the above institution, do hereby certify that

______________________________ **is a**
(Authorizing Officer's Printed Name)

______________________________ **of such institution.**
(Title of Authorizing Officer)

Certifying Official's Signature	

Certifying Official will be directed to ID.me for identity verification if applicable.

NOTE: If more than six signers are required, please use the Docusign link for 1-18 signers on FRBservice.org.

INTERNAL FR
(Upon receipt by the Federal Reserve Banks)

Name *(First Name, Middle Initial and Last Name)*	Full Name		Suffix
Work Phone	Country Code	Phone	Extension
Mobile	Country Code	Phone	
Title			
Email Address			
Signature			
Limitations to Authority *(leave blank if none)*			

Limitations, if any, pertain to the business functions (i.e. ACH, Cash) not dollar amounts.

Name *(First Name, Middle Initial and Last Name)*	Full Name		Suffix
Work Phone	Country Code	Phone	Extension
Mobile	Country Code	Phone	
Title			
Email Address			
Signature			
Limitations to Authority *(leave blank if none)*			

SAMPLE

Name *(First Name, Middle Initial and Last Name)*	Full Name		Suffix
Work Phone	Country Code	Phone	Extension
Mobile	Country Code	Phone	
Title			
Email Address			
Signature			
Limitations to Authority *(leave blank if none)*			

Authorizing Officer will initial at the bottom of each Authorized Signer page.

_____ By initialing here, the Authorizing Officer confirms that the individuals listed above are authorized to take the actions specified in paragraph 2 of the Institution's authorizing resolutions.

Last Updated: 02/01/2024

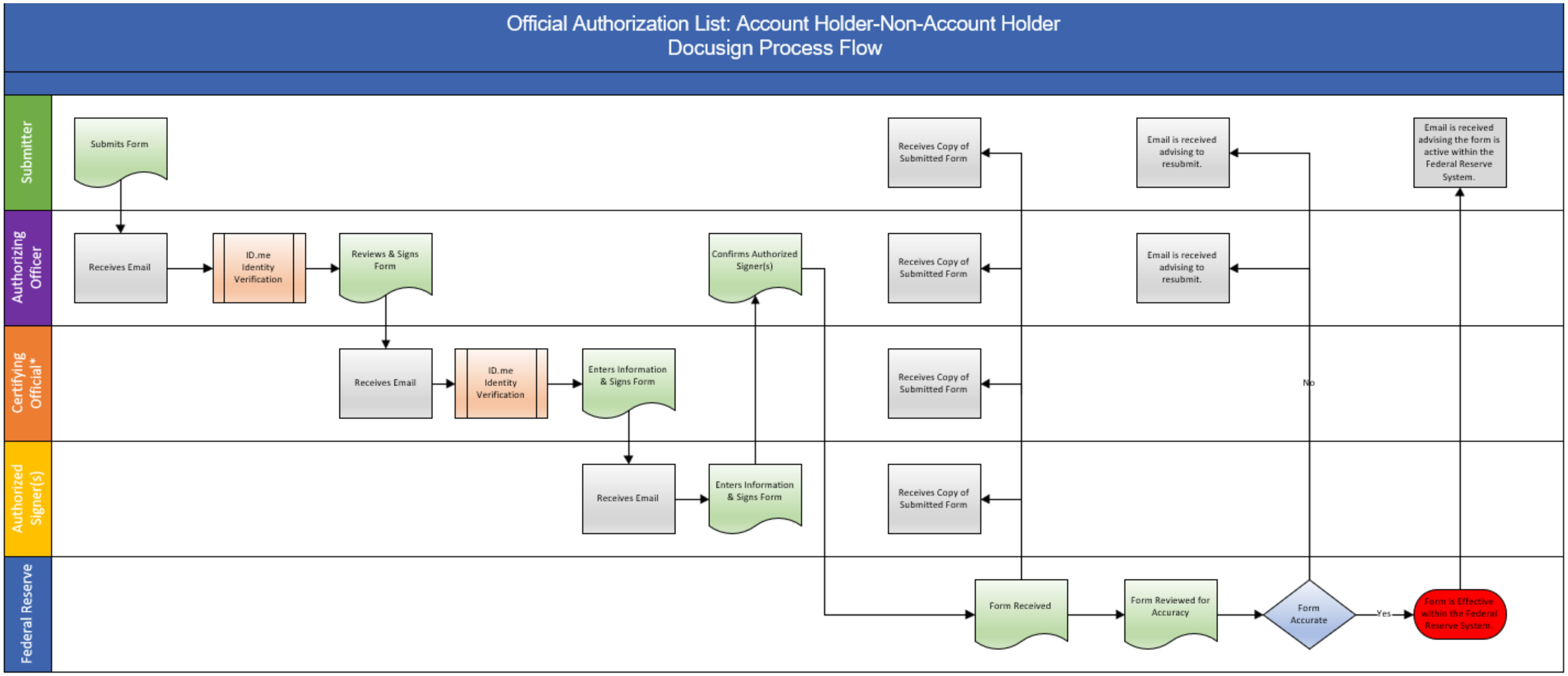
Appendix D

Glossary

Term	Definition
Authorized Individual	Individuals who are authorized to take actions specified in the Second Resolution of the institution's Board Resolutions form, issue instructions, and to further designate and sub-delegate authority to others.
Authorizing Officer	Designated officers that can take actions and bind your institution as they relate to your use of Federal Reserve Bank accounts or services.
Certificate of Resolutions Authorizing an Institution to Open and Maintain Accounts and Use Services (Board Resolutions)	Serves as the legal basis for establishing an institution's authority to engage in business with the Federal Reserve, as well as for identifying those who have the authority to designate individuals who can take actions and issue instructions for the use of Federal Reserve accounts or services.
Certifying Official	Individual who is authorized to certify an Authorized Officer.
Docusign	An electronic signature platform.
ID.me	Identity network company that allows people to provide proof of their legal identity online.
Official Authorization List (OAL form)	Serves as a legal basis for establishing the identity and the authority of the individuals who have the authority to take actions that bind your institution as they relate to your use of or access to Federal Reserve services.
Submitter	An individual filling out the Docusign form.

Appendix E

<u>Process Flow</u>



*Certifying Official is only required if the Second Resolution of the BR lists Titles only.