

Navy Federal® Business Servicing Form

- Add Authorized Signer
- Remove Authorized Signer

(Instructions and General Information)

Note: For fastest processing, please review and follow all instructions. Complete only the section(s) applicable to the request. All owners must sign authorizing the changes.

Add/Remove Authorized Signer(s)/Authorized User(s)

- Authorized Signers are allowed access to all Business Checking and Savings accounts in a branch or over the phone.
 - Only the business owners are allowed to add Authorized Signers to business accounts.
 - If Authorized Signer is not a current Navy Federal member, a copy of their government-issued (non-military/DOD) identification is required.
 - Any Authorized Signers requesting to be added to the business membership must have all NFCU accounts (personal and business) in good standing.
 - Authorized Signers may remove themselves from accounts without owner signature.
- Authorized User authority is limited to the use of Business Credit Cards.
 - If there is a change to an Authorized User on a Business Credit Card, complete the Business Credit Card Change of Information/Status (567C).
- To authorize or remove Mobile and Online access to a Trusted User, complete the form Trusted User for Navy Federal Online Banking Application and Consent (652).

Signatory Authorization and Agreements

- Signatures must be provided by all business owners, entity owner representatives, and Authorized Signers.

NOTE: Authorized Signers do not need to sign if being removed by the owner(s).

NOTE: Owners do not need to sign if an Authorized Signer is removing him/herself.

Submission Instructions

Online: Sign in to online banking and use the “Send Us a Message” option. Attach the completed form and supporting documentation.

