Bursar & Treasury Services
Finance & Administration
UNIVERSITY OF GEORGIA

Request to Add or Remove Authorized Signers

Department: _____ Date: _____

Account Title: _____ Last 4 Digits of Account: _____

Custodian of Account: _____

Custodian's Phone Number: _____ Email: _____

Current Account Signer(s):

_____

_____

Add Account Signer(s) – if a debit card is needed, please notate after the name:

_____

_____

Remove Account Signer(s):

_____

_____

Approvers attest to:

- The individual(s) being added are the appropriate individual(s) in the unit to perform this function.
- The individual(s) being removed from the account is/are appropriate.
- That the individual(s) will **not** be involved in the reconciliation of the account.
- Notification will be remitted to Bursar and Treasury Services immediately if there is a change in signature designees.

_____	_____	_____
Name of Custodian	Signature of Custodian	Date
_____	_____	_____
Name of Department Head or Director	Signature of Department Head or Director	Date
_____	_____	_____
Name of Dean or Vice President	Signature of Dean or Vice President	Date

Please submit the completed form to Tiffany Payne at tepayne@uga.edu

Approved: _____ _____
Bursar and Treasury Services Date