



Bursar & Treasury Services

Finance & Administration

UNIVERSITY OF GEORGIA

Request to Add or Remove Authorized Signers

Department: _____ Date: _____

Bank 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):

Please note that it can take between one and one and a half months for authorized signer changes to be fully completed.

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) added 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
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Name of Department Head or Director	Signature of Department Head or Director	Date
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Name of Chief Business Officer	Signature of Chief Business Officer	Date
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Please submit the completed form to Casey Chitwood at DEBORA.CHITWOOD@uga.edu

Approved: _____ Bursar and Treasury Services	_____ Date
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