

## AUTHORIZATION FOR STAFF-SIGNED ACCOUNT(S)

**TO:** Bank, Credit Union, Caisse Populaire or Trust Company      **FROM:** \_\_\_\_\_.

**NAME:** \_\_\_\_\_      **NAME:** \_\_\_\_\_.

**ADDRESS:** \_\_\_\_\_      **ADDRESS:** \_\_\_\_\_.

**TELEPHONE:** \_\_\_\_\_      **TELEPHONE:** \_\_\_\_\_.

### ATTENTION MANAGER

The individual identified below requires some assistance with the management of his/her personal funds. Please accept this letter as formal authorization for the revocation/institution of support staff signatures for the bank account(s) under the individual's name. These designated support staff are authorized for withdrawals and/or cheques issued out of the account(s) noted below for the individual's protection. As well, where noted, the designated support staff may also have access to the individual's personal identification banking number and card for banking machine transactions. **Please note that the funds accrued in these account(s) are the sole property of the individual.** The particulars are as follows:

**INDIVIDUAL'S NAME:** \_\_\_\_\_.

**ADDRESS:** \_\_\_\_\_.

Account #	Type of Account	Signee Access Banking Machine Card (Yes/No)	Name of Support Staff to be Revoked	Name of Support Staff to be Instituted

Please file this letter with the individual's bank records. Should you have any questions or should any problems arise with the administration of the above-noted account(s), please feel free to contact me at the telephone number above. Please contact me should you require a copy of the legal documentation to support my authority to approve staff-signed account(s).

**AUTHORIZED BY:**

**SIGNATURE:**

\_\_\_\_\_

\_\_\_\_\_

*(Signature of Legal Authority)*

**DATE:** \_\_\_\_\_

**LEGAL AUTHORITY:** \_\_\_\_\_

(Legal Title- Substitute Decision Maker for property, committee of the estate or power of attorney)

- c. Administration Services, Main Branch of Banking Institution  
Support Staff Signee(s) Revoked and Instituted, as above  
Service Provider, if not same as Support Staff Signee(s)