



ADD, REMOVE, OR CHANGE A USER AUTHORIZATION IN ONLINE BANKING FOR SMALL BUSINESS

Important: THIS IS NOT AN ONLINE BANKING FOR SMALL BUSINESS ENROLLMENT FORM. Customers wanting online services should go to www.unionbank.com/signup to enroll. A Contracting Officer or Owner of the Business, as defined below, must complete and sign this authorization form. A Contracting Officer or Owner is an individual authorized, and currently identified in Union Bank's account records, as authorized to enter into account or service agreements on behalf of the Business.

Instructions:

1. Please complete this authorization form and have one Contracting Officer or Owner sign the Authorization and Agreement section. If the Business is a Corporation, the Secretary must also sign the Certification section of this form.
2. Mail this signed authorization form to the address below or your Banker can send it via email to [#BB OLB Linking](#).
Bank Operations Support, V03-955
MUFG Union Bank, N.A.
PO Box 512380
Los Angeles, CA 90051-2380
3. After this authorization form is reviewed and approved, the Contracting Officer or Owner will receive an email with the new User's ID and the new User will receive an email with a temporary PIN and instructions to complete the profile setup.

BUSINESS INFORMATION

BUSINESS NAME AS IT APPEARS ON YOUR ACCOUNT	TAXPAYER ID NUMBER (TIN)	PRIMARY BUSINESS CHECKING ACCOUNT NUMBER (BILLING ACCOUNT)
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CONTRACTING OFFICER OR OWNER INFORMATION

NAME	PRIMARY PHONE NUMBER	EMAIL ADDRESS
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USER TYPE INFORMATION

<input type="checkbox"/> Add New User _____	and set as	<input type="checkbox"/> Web Administrator	<input type="checkbox"/> Web User	<input type="checkbox"/> View Only
<input type="checkbox"/> Add Existing User ID _____	and set as	<input type="checkbox"/> Web Administrator	<input type="checkbox"/> Web User	<input type="checkbox"/> View Only
<input type="checkbox"/> Change Existing User ID _____	to	<input type="checkbox"/> Web Administrator	<input type="checkbox"/> Web User	<input type="checkbox"/> View Only
<input type="checkbox"/> Remove User _____				

USER PROFILE INFORMATION

NAME (FIRST, MIDDLE INITIAL, LAST)		
PHONE NUMBER	MOBILE PHONE	EMAIL ADDRESS
CITY OF BIRTH	MOTHER'S MAIDEN NAME	ACCESS NUMBER (BANK USE ONLY)

USER ID (Only required for New User ID)

Please provide 3 options for the new User ID in case your first choice is not available. The ID must be a minimum of 7 and maximum of 32 letters and numbers, with no special characters or spaces.

1.
2.
3.

AUTHORIZATION AND AGREEMENT

The undersigned Contracting Officer or Owner named above ("Contracting Officer" or "Owner") is a duly authorized representative of the Business described above ("Business") and requests and authorizes MUFG Union Bank, N.A. (the "Bank") to provide or remove Online Banking for Small Business (the "Service") to the User listed above. The Business understands and agrees that the use of the Service is subject to the terms and conditions contained in the [All About Business Accounts & Services Disclosure and Agreement \(www.unionbank.com/SmallBusinessAllAbouts\)](http://www.unionbank.com/SmallBusinessAllAbouts), which the Bank provided to the Business when it opened its account, and the [Online Banking for Small Business Service Agreement \(www.unionbank.com/onlinebankingagreement\)](http://www.unionbank.com/onlinebankingagreement). The Business agrees that the Bank may take such steps it deems appropriate to verify, and from time to time re-verify, the information provided in connection with this authorization form and to obtain any information necessary to ensure that only authorized users have access to the Service.

The Contracting Officer or Owner may, following approval of this authorization form, designate and authorize individuals in the capacity of Web Administrator, Web User or View Only User, to perform functions relating to the Service, as permitted and set forth in the Online Banking for Small Business Service Agreement.

The Contracting Officer or Owner, on behalf of the Business, agrees to maintain a valid email address at all times and to promptly notify the Bank of any change to such address through the Service. The Business further agrees it must log into the Service and make access modifications if: (a) any designated Web User or Web Administrator resigns or his/her employment is terminated; or (b) the access of any Web User or Web Administrator is changed, altered, deleted, or terminated. The Business assumes all responsibility for managing access and authority to use the Service of all designated employees or agents. The Bank shall have no responsibility or liability for any direct or indirect damages resulting from unauthorized transactions performed by authorized individuals or for any security breach at the Business.

PRINT NAME OF BUSINESS

SIGNATURE OF CONTRACTING OFFICER OR OWNER

DATE

PRINT NAME OF CONTRACTING OFFICER OR OWNER

TITLE

NOTE: If the Business specified above is a corporation, the secretary or an assistant secretary must sign the Certification below.

CERTIFICATION FOR CORPORATIONS (Undersigned cannot be the same as the above Contracting Officer)

The undersigned certifies that the signature appearing above is the true signature of the person authorized to execute this authorization form, and further certifies that the undersigned has full authority to execute this certification. The Bank is entitled to rely upon this certification until written notice of its revocation is delivered to Bank.

SIGNATURE OF SECRETARY / ASSISTANT SECRETARY

DATE

PRINT NAME

TITLE