



# Business Membership & Deposit Account Roles – Sole Proprietors

When you apply for a business membership and open checking, savings, money market, and/or CD accounts with BECU, you specify what individuals in your organization are authorized to do (their role) within the accounts. Unless you designate an individual as an Account-Only Authorized Signer, the authority you specify for an individual will apply to all deposit accounts.

## Summary of Roles (see Business Account Agreements for more information):

### 1. Authorized Signer:

**Best if:** You want the individual to have authority to act on behalf of the business and to transact on **all of your business accounts**. The individual will have the authority to:

- Change business address and phone number
- Add or remove Agents or Non-Authorized Agents
- Open or close deposit accounts or services
- View or access information on all business accounts through ATMs, telephone, in person, or Online Banking, including viewing eStatements
- Perform transactions on all business accounts, including withdrawals, transfers, bill pay, wire transfers, writing checks, placing/canceling stop payments, linking accounts for NSF/Overdraft Protection, changing account types, and ordering checks, debit cards, or ATM cards

### 2. Agent

**Best if:** You want the individual to be able to view information about all of your business accounts and have limited transaction authority on all the accounts. The individual **will not** have the authority to act on behalf of the business. The individual will have the authority to:

- Access information on all of your business accounts in person or by calling BECU (Note: An Agent cannot use Online Banking)
- Perform transfers between all accounts within the same business

### 3. Non-Authorized Agent

**Best if:** You want the individual to be able to view information about all of your business accounts. The individual will not have the authority to act or transact on behalf of the business and the accounts. The individual will have the authority to:

- Access information on all of your business accounts in person or by calling BECU (Note: A Non-Authorized Agent cannot use Online Banking)

### 4. Account-Only Authorized Signer:

**Best if:** You want the individual to have authority to transact on a specific account only. The individual will have the authority to:

- View or access information about the specific business account through ATMs, telephone or in person
- Perform transactions on that specific account, including withdrawals, transfers, wire transfers, writing checks, placing/canceling stop payments, linking accounts for NSF/Overdraft Protection, changing account types, and ordering checks, debit cards, or ATM cards

**Note: Account-Only Authorized Signers cannot use Online Banking to view information about the account or perform transactions.**

### 5. Only Owners or the Control Person can:

- Change the business name
- Add or remove Authorized Signers