Process to Add or Change Signatures with Community Bank
6/30/2017

1. To add a signature and leave existing signatures as they are:
   a. The new person would need to go to the branch of Community Bank closest to them and establish a record on their system if they are not already a client.
2. To add a signature and leave existing signatures as they are:
   a. The new person would need to go to the branch of Community Bank closest to them and establish a record on their system if they are not already a client.
   b. A new signature card would need to be created. The Treasurer would sign a new card at his or her branch; it would then be faxed to the branch of the second signer, and then to the branch of the third (new) signer. When done, the card would be faxed back to the branch of the Treasurer and entered into the System for the bank. Each person would have to show ID to the bank before signing.
3. To change a person such as when the Treasurer position is changed.
   a. Call the bank to remove the current Treasurer or signer.
   b. Send the bank the GMNI meeting minutes that specify the change and have the full names of the old and new Treasurers, or signers.
   c. Create a new signature card – same process as in 2. – the bank would need all signers to be in their system; the card would need to be signed by one person, then faxed by the bank to the second, and then the third.
4. The Bank does not honor the need to have two signatures on a check over a certain amount but GMNI can still require it for our process.