



## Business Online Banking Employee Form

\*All available fields must be filled out prior to submission to ensure proper processing.  
\*Must have Business Banking Client Form on file to submit an Employee Form.

Company Name: \_\_\_\_\_  
Tax ID: \_\_\_\_\_

New Employee     Maintenance on Existing Employee

### Employee Information:

\*\*\*Note: A separate employee setup form is required for all expected users.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Security Question: \_\_\_\_\_

Security Answer: \_\_\_\_\_

### Approval Level:

Senior Admin     Admin     Supervisor     Employee

### Account(s) Access:

Account(s)	ACH	Bill Pay	View Debits	View Credits	Statements	Internal Transfers	Wire Transfers
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approval Options:	Yes	No
Do wires require a secondary approval for user:	<input type="checkbox"/>	<input type="checkbox"/>
Do ACH files require a secondary approval for user:	<input type="checkbox"/>	<input type="checkbox"/>
Can this user approve transfers made by other users:	<input type="checkbox"/>	<input type="checkbox"/>

Company acknowledges receipt of a copy of the Online Banking Terms and Conditions, the terms of which are incorporated herein by reference, and Company and Bank agree to the terms and conditions of such Agreement as in effect on the date of this addendum and is subsequently amended by Bank from time to time. Authorized Signatures (Signer) must be authorized on a resolution certified by the governing body of Company.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorization \_\_\_\_\_ Date \_\_\_\_\_

Accepted By - Bank Representative (Please Print) \_\_\_\_\_

### \*\*\*For Deposit Operations Use Only\*\*\*

User ID: \_\_\_\_\_ Employee: \_\_\_\_\_  
Token #: \_\_\_\_\_ Date: \_\_\_\_\_