



# 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](http://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 (Select one)**

<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.

