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| ROCK VALLEY FEDERAL CREDIT UNION |  | DATE:                         OCTOBER 4, 2001 |
|  |  | APPROVED BY:                             B.O.D |
|  |  | REVISED:                    DECEMBER 2013  APPROVED BY:               B.O.D CTTEE |

**SIGNATURE GUARANTEE & VALIDATION POLICY**

**OBJECTIVE:**

Rock Valley Federal Credit Union will provide the service of a signature guarantee and validation upon request for our members.  We do not offer the services to non-members. The STAMP (Securities Transfer Agents Medallion Program) is intended to guarantee a signature when individuals are transferring stocks or securities from one party to another. Maximum value of stock or security is $100,000.00 (limitation placed by bond coverage)

The Signature Verification Stamp is used for administrative functions such as, but not limited to, changes in address, beneficiary, or account number.

A fee may be assessed.

**VERIFICATION:**

A photo ID is required unless a member is personally known to the guarantor.

Member must be in good standing

All parties listed on the document must be in the office at the same time

All STAMPS must be completed in person

**EXCEPTIONS:**

Stocks/securities will NOT be guaranteed that are over $100,000.00 in value

Stocks/securities will NOT be guaranteed that are in the name of a trust

Stocks/securities will NOT be guaranteed that require attachments

A Guarantor Checklist should be maintained documenting all requests for the STAMP including:  date and log number; endorser(s) name; asset name; owner signature; estimated value of transaction; evidence of ownership reviewed; photo I.D. reviewed; verified existing member and account number; and authorized employee’s signature.

**PROPER USES OF STAMP:**

* **Signature guarantee**: 1 stamp for multiple signatures is acceptable, but if you ‘stamp’ by each signature then you can show that you guaranteed each signature separately (this helps reduce fraud).  This is for transfer of stock or mutual fund redemption. All parties must be present and sign in front of an authorized RVFCU employee.
* **Alteration guarantee**: In the event of an error, where someone signed in the wrong spot, you may cross out (don’t erase) the wrong signature and stamp next to it to show that you acknowledge the error.  Then have the member sign in the correct spot and ‘stamp’ next to that signature as well.
* **Signature Validation**: 1 stamp is used to validate a signature on administrative documents such as address changes, beneficiary or name changes, 401K enrollments forms, etc. All parties must be present and sign in front of an authorized RVFCU employee.

**MEDALLION SAFEKEEPING**:

RVFCU has one Signature Guarantee (STAMP) medallion and one Signature Verification medallion. They will be maintained at the main office.  During business hours they will be placed in a secure area in the Teller Supervisor’s office, and secured in the vault each day at close of business.  Procedures and log sheets will be kept with the medallions.

**Authorized users:**

Executive Vice President

Chief Financial Officer

AVP – Member Services

Assistant Branch Manager-LP