Navy Federal®
Business Servicing Form

- Open Savings or Checking Products
- Close Savings or Checking Products

(Instructions and General Information)

Note: For fastest processing, please review and follow all instructions. All owners must sign authorizing the changes if there are multiple owners.

Beneficial Owner Certification

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers.

- If adding a new product, a certification regarding the most recent NFCU 98 provided to Navy Federal is required.
- If necessary, a new NFCU 98 may be required in order to open a new product.

Add Products

- Fees may apply to Basic, Plus, and Premium checking accounts. Refer to the Business Services Schedule of Fees and Charges for more information.

Close Products/Membership

This section is used to request the closure of specific products or to close the entire business membership.

- If funds are in an account that is requested to be closed, the owner(s) must indicate how funds should be disbursed.
- Accounts must be in good standing to be closed. Except for a Business Credit Card, all lending accounts must be paid in full to be closed.
- If funds are mailed by cashier's check, the owner(s) must select a delivery method.
- USPS First-Class Mail is available at no cost.
- If FedEx Next Day Delivery is selected, the current Express Mail fee will be charged.

Signatory Authorization and Agreements

- Signatures must be provided by all business owners, entity owner representatives, and Authorized Signers.

Submission Instructions

Online: Sign in to Online Banking and use the "Send Us a Message" option. Attach the completed form and supporting documentation.

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Clear

Navy Federal®
Business Servicing Form
Open/Close Savings or Checking Products

Business Access No.

INSTRUCTIONS: Complete only the section(s) applicable to your request. All owners must sign authorizing changes.

Current Information

Business Name:	Tax ID No. *(EIN or SSN)*:

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. This section must be completed when adding a product.

Beneficial Owner Certification

Select one of the following:

☐ N/A – Business is a sole proprietorship, unincorporated association, or otherwise not applicable.

☐ Certification Regarding Beneficial Owners of Legal Entity Customers (NFCU 98) form attached.

☐ I certify that I am familiar with the most recent NFCU 98 form provided to Navy Federal and confirm that all information provided on that form is up to date and accurate.

Add Products

Note: When adding a product/service, also complete the Beneficial Owner Certification section of this form.
Please note that fees may apply to the Basic, Plus, and Premium checking accounts. Refer to the Business Services Schedule of Fees and Charges for more information.

Add the Following Products: (Indicate number of accounts requested)

__Business Basic Checking (owner and 1 signer allowed)
__Business Plus Checking (unlimited signers)
__Business Premium Checking (unlimited signers)
__Issue Business Debit Card
__Business Savings
__Business Membership Savings (minimum $5 deposit required)
__Business Jumbo Money Market Savings
__Business Money Market Savings

Close Products/Membership

Close the Following Products/Membership:

☐ Business Basic Checking
☐ Business Plus Checking
☐ Close Lending Products
☐ List Specific Account Number(s) _____
☐ Business Premium Checking
☐ Business Membership Savings
☐ Business Savings
☐ Business Jumbo Money Market Savings
☐ Business Money Market Savings

☐ Close Entire Business Membership ☐ Mail funds to Business Address on record (Requires form to be sent via eMessage with signatures) ☐ Transfer funds to Navy Federal Account # _____

Select Delivery Method for Mailed Funds, if applicable:

☐ USPS First-Class Mail (No Fee) ☐ FedEx Next Day Delivery (Express Mail Fee - $12.00)

Signatory Authorizations and Agreements

Owner 1 Signature ▶	Printed Name	Date *(MM/DD/YY)*
Owner 2 Signature ▶	Printed Name	Date *(MM/DD/YY)*
Owner 3 Signature ▶	Printed Name	Date *(MM/DD/YY)*
Owner 4 Signature ▶	Printed Name	Date *(MM/DD/YY)*
As Representative for Entity Owner 1 Signature ▶	Printed Name	Date *(MM/DD/YY)*
As Representative for Entity Owner 2 Signature ▶	Printed Name	Date *(MM/DD/YY)*

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