



MEDALLION SIGNATURE GUARANTEE SERVICE

The Medallion Signature Guarantee program covers securities transactions only and is available at select Greater TEXAS Federal Credit Union/Aggieland Credit Union locations. Please contact your local branch office for availability and we strongly encourage you to call ahead to ensure the designated person will be available onsite at the time you need the Medallion Signature Guarantee. The Medallion Signature Guarantee service is a complimentary service **available to members only (after 30 days of membership)**; we are unable to provide Medallion Signature Guarantee services for non-members. *Additionally*, we are unable to provide Medallion Signature Guarantee services for our guest members through the shared branch network.

The Medallion Signature Guarantee program provides a Medallion imprint to guarantee the signature(s) of a certified owner(s) for the sale, assignment, transfer, or redemption of a security. Stock, bond, mutual fund, and some annuity transactions require a Medallion Signature Guarantee.

Please bring in the following to request a Medallion Signature Guarantee:

- Your current GTCU/ACU member number.
- Your current, non-expired driver's license or government issued identification or a passport issued by the U.S. for all signers that require the Medallion Signature Guarantee. Acceptable forms of identification must include a photograph, signature and descriptive identifying information.
- Your completed documents. Documents with corrections or that are incomplete cannot be signature guaranteed. ***Do not sign your completed document(s). You will sign your forms when in the presence of the credit union official providing the Medallion Signature Guarantee.***
- Your most recent account statement, showing ownership, account number, and value of the security.
- Your stock certificate, if applicable. If the transaction relates to stock, we may verify the current value of the stock through a reliable source.
- Proof that you are authorized to get the Medallion Signature Guarantee.
(Ex: Power of Attorney, Trustee, Executor, Beneficiary, or Ability/Capacity to sign on behalf of a business)

Please verify that there is a blank box in proximity to the signature(s) area designated for the Medallion Signature Guarantee. When a separate box is not provided the document(s) may be rejected by the institution requiring the Medallion Signature Guarantee.

Once the documents have been completed, Greater TEXAS Federal Credit Union/Aggieland Credit Union may retain copies or record of all documents presented during this process.

Greater TEXAS Federal Credit Union/Aggieland Credit Union may ask for additional documentation other than what is listed, if found to be necessary. We may decline to provide a Medallion Signature Guarantee if the documentation or forms provided are insufficient to determine authorized person(s) or for any sufficient reason allowed by state law.