

Business Online Authorization Form

Employee business permissions also known as user roles are security-level permissions. User roles control the overall permissions for your employees. These roles determine what the employees can access, and which functions they can use.

Date: _____ **Legal Tax Filing Name** _____

Owners: _____ **Senior Administrators:** _____

Add New Employee Level User

First and Last Name of New User: _____

Email Address: _____ Phone Number: (____) ____ - _____

Preferred Username (*min. 6 characters*): _____

Security Question: _____ Security Answer: _____

Security Permissions:

Account access: Access to all Accounts Only accounts listed here: _____

View Only Access? Yes No

If yes: Inquiry Detail (Balances) Presentments (In-process items) Transactions (Posted items)

Create Fund Transfers? Yes No

Change or Delete Funds Transfers? Change Delete

Bill Pay Access? Yes No

Request Stop Pay Ability? Yes No

If applicable, allow access and use of ACH Cash Management Services within online banking? Yes No

Username: _____ Title: _____

Transfer in only Transfer out only Full Access (In and out)

By signing below, I/we hereby authorize the above listed Employee Level Users to be granted the online banking access and ability as outlined above. I/We agree to instruct all authorized Employee Level Users to securely store their Username(s) and Password(s), to not share them with anyone, and to notify the Senior Administrator immediately if any security has been breached. I/We understand that the business assumes full and sole responsibility and shall not hold First Texoma National Bank responsible for any actions of its authorized Senior Administrator or authorized Employee Level Users. This authorization shall remain in effect until the Bank receives a written modification or revocation of this authorization from the Business.

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____