

# Alaska USA Business Depository Access Card Request

I hereby request an Alaska USA Business Depository Access Card in the name of the business or organization listed below. I certify that I am an Authorized Signer on the current Business, Organization, or Association Master Account Agreement associated with this business or organization.

Further, I understand that:

- anyone that I provide the card to shall make deposits as specified in this request form.
- any current or future Authorized Signer on the Business, Organization, or Association Master Account Agreement is authorized to be issued a business depository card.
- any Authorized Signer may request to have a card issued.

- Number of new card(s) (Maximum of 10):** \_\_\_\_\_  **Replacement card**  
(For new card orders or if previous card is lost, stolen, or never received.) (If a card has a misspelling or is damaged.)

## Business name

Business Account number

Print name of Authorized Signer

Authorized Signer signature

Business telephone

## To expedite the processing of your request please remember:

1. There is a limit of 10 cards per account.
2. Separate request must be submitted to obtain a depository card for different business account.
3. A Business Master Account Agreement signed by appropriate officers of the business and all Authorized Signers must be on file with the credit union before a Business Depository Access Card will be issued to an Authorized Signer.
4. A copy of the Authorized Signer's photo ID must be presented at the time of request.

**FOR CREDIT UNION USE ONLY** – Government issued ID (driver's license, military ID, state ID)

Type	Number	State/Country	Exp. date
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## Alaska USA Federal Credit Union Business Depository Access Card Agreement

1. The Alaska USA Business Depository Access Card will be issued to Business members by Alaska USA Federal Credit Union (Card Issuer). Authorized Signers on the Account are responsible for each cardholder's use of the card. A separate form can be provided to assist businesses with the tracking of individual cards.
2. The Alaska USA Business Depository Access Card is used to make deposits in ATMs that accept business deposits. The deposit process is as follows:
  - a. Insert your Business Depository Access Card into the ATM. Enter the PIN 0000 and follow the on-screen prompts.
  - b. Deposit cash and checks in the "Cash/Check deposits" scanner, in batches of 30 items or less.
  - c. Confirm the accuracy of your deposit.
  - d. Take the ATM receipt for your records. Your receipt records the time, date, amount, number of items, and check images of your deposit. The deposit is subject to verification.
  - e. Make deposits 24 hours a day using ATMs that accept business deposits. These specialized ATMs can be found by selecting the "business depository" button on the ATM locator at [alaskausa.org](http://alaskausa.org) or the Alaska USA app, or by calling the Member Service Center at 800-525-9094.
3. A hold may be placed on the deposits and it will be up to the Authorized Signer to ensure that no funds are withdrawn or checks are written before verification of funds is completed, as outlined in the Business Share Account Disclosure Statement.
4. The card may be automatically impounded at a terminal at any time. In the event of loss of the card, the Authorized Signer agrees to immediately notify the Card Issuer.
5. The Card Issuer makes no claims or warranties with respect to the operation of the associated equipment or system, and the Card Issuer shall not be liable for any failure or malfunction of the equipment or systems except as may be specifically provided by law.
6. An Authorized Signer may cancel the card at any time by notifying the Card Issuer and returning the card. In that event, all rights and obligations for any transaction that occurs before the Card Issuer received notice of cancellation shall be determined by this Agreement.

**NOTICE:** Location of the depository will vary depending on machine.

Please detach and retain this portion for your records.



Your savings federally insured to at least \$250,000 and backed by the full faith and credit of the United States Government. National Credit Union Administration, a U.S. Government Agency.