

# Navy Federal® Business Servicing Form

- Add Owner
- Remove Owner
- Change Percentage of Ownership

## (Instructions and General Information)

**Note:** For fastest processing, please review and follow all instructions. Complete only the section(s) applicable to the request. All owners must sign authorizing the changes.

### Changes to General Information

Only changes to current information should be provided in this section. Any changes to business ownership will require submission of additional or updated documentation to Navy Federal.

### 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.

- Depending on the change in ownership, a new Certification Regarding Beneficial Owners of Legal Entity Customers (NFCU 98) form may be required.

### Add/Remove Owner(s)

- When removing an owner, all owners (current and the one(s) being removed) must sign the Business Servicing Form.

### Signatory Authorization and Agreements

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

### Submission Instructions

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

