

What to expect when you become a signer at Heritage Bank

- You must either come in or fill out a Customer Information Sheet to be added into the system
 - Emailing can save you an extra trip if you are comfortable with that method
 - You may also drop it off in person so we can add you
- Once **ALL** signers of the account are into the system, we contact you to come in to sign
 - This can be done in person in front of a Heritage Bank employee or through a secure email format such as DocuSign
 - You do not all have to come in at the same time as the other signers
 - We can send the documents to another branch if it's more convenient for you
 - Documents cannot be created unless all of the signers have been entered into the system
- Anytime a signer on the account changes **ALL** signers must sign new documents
 - If a signer needs changing, a board member needs to be notified as new Meeting Minutes designating the removal of the previous signer and adding a new signer to the account need to be entered into record
- Heritage Bank at 5615 Evergreen Way in Everett, (425) 355-7375, is the home branch for the accounts. You may deposit funds at any Heritage Bank location

Heritage Bank hours:

Lobby

9:00AM to 5:00PM Monday through Friday

Drive-up

9:00AM to 5:00PM Monday through Thursday

9:00AM to 5:30PM Friday

Hours subject to change, check Heritagebanknw.com for current hours at each location