



Virginia Investment Pool  
A Service of VML/VACo Finance

# DUAL AUTHORIZATION FORM

Effective Date: \_\_\_\_\_

Participant # VA-01-\_\_\_\_\_

Entity Name: \_\_\_\_\_

Please utilize this form to request/remove dual authorization capabilities on your VIP account. Dual authorization ensures that any transaction entered via the VIP online transaction portal requires approval from a second Authorized Signer in order to be processed (internal transfers between subaccounts do not require dual authorization). **Note:** All Authorized Signers listed on the account can enter transactions and approve them (not only the user below).

## Request to Add Dual Authorization

Dual authorization is hereby approved for \_\_\_\_\_ by the Authorized Signer below. By approving dual authorization, the Authorized Signer acknowledges that transactions not approved by a second Authorized Signer by the 2:00 p.m. ET cutoff will not be processed. Please ensure transactions are entered in a timely manner and that other Authorized Signers are available to approve the transactions for processing. A courtesy email will be sent to Authorized Signers notifying them that an order is pending, waiting for dual authorization approval. However, receipt of the courtesy email is not required before approval may be provided.

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Request to Remove Dual Authorization

\_\_\_\_\_ requests the removal of dual authorization by the Authorized Signers below.

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Note:** All completed forms should be emailed or faxed to the Client Service team via the contact information listed below.