

Instructions for completing the Certification of Signatures and Address Draw Form

- Fill-in the chief executive officer's name and the name of your organization. Your chief administrative officer must sign under the certification section at the bottom of the page. The chief executive officer may appoint two additional representatives to sign draw requests and other documents in the organization's name for purposes of VIDA funds.
- Be sure to include your organization's federal identification number.
- This form must be notarized.

**Certification of Signatures and Address
for the Virginia Individual Development Accounts Program (VIDA)**

AFFIDAVIT

_____, being first duly sworn, does hereby certify that (he/she) is the Chief Executive Officer of _____ and that only the following named individuals are authorized to sign requests for Virginia Individual Development Accounts program funds from the Virginia Department of Housing and Community Development:

Name (please print)

Signature

Name (please print)

Signature

The affidavit does further state that all payments made by the Virginia Department of Housing and Community Development pursuant to the Virginia Individual Development Accounts program (contract number VIDA-_____) should be made only to the named payee and address below, which payee authorizes to receive such funds at the address below.

PAYEE (Name of Organization):

ADDRESS:

CITY, STATE, ZIP CODE:

CERTIFIED BY:

Signature of Chief Executive

Title

The Federal Identification Number (FIN) for the payee is _____.

Sworn and subscribed to before me, a Notary Public, in and for the State of Virginia, this ___ day of _____, 20__.

Notary Public

My commission expires:
