

MEDALLION STAMP MEMBER CHECKLIST

FedStar Credit Union is providing this checklist to assist members with the preparation of documents requiring a Medallion Signature Guarantee.

A Medallion Signature Guarantee can only be done by certain officers of FedStar Credit Union located at 701 Harvey Road, College Station, Texas 77840. Our direct line is 979-846-7456. To assure that a Medallion officer will be available to help you with your request, please call and schedule an appointment before your visit.

You must be a credit union member in good standing at least 90 days with FedStar Credit Union before this service will be extended. FedStar Credit Union does not guarantee signatures with the Medallion Stamp or Notary Stamp for non-members.

Before a Signature guarantee can be provided, the following must be presented to the credit union officer.

- The Credit Union Officer will verify that you are a member in good standing. Please present your account number and identification. **Two forms of identification** (Driver's license, passport, state ID card and a major credit card, or other verifiable ID) are required to verify identity and that the appropriate person is signing.
- The Credit Union Officer must verify that the signature is genuine, so please do not sign the document(s) before you arrive.
- The **most recent statement** for the securities to verify balance amounts and account numbers related to the trade or instruction letter. Our Medallion Stamp covers up to \$250,000.00 in value, therefore we are unable to guarantee any transfers for a stock valued higher than that.
- **Physical Stock Certificate**
- If stock is involved in the transaction we will need stock prices as of the day we are stamping your documents. You can get this information from numerous web sites or your broker can fax us the value. Suggested sites are **STAMPesource.com, NASDAQ.com, AOL.COM, Bloomberg.com, NYSE.com and MoneyCentral.msn.com.**
- Is you are signing in a capacity other than for yourself such as **Executor, Guardian, Administrator, or Trustee**, we will need the supporting document to verify your authorization.. Please make arrangements to bring the originals and to fax them to us ahead of the appointment, as we will need to read them and possible seek legal advisement depending on the complexity of the documents. Legal supporting documents may include:
 - **Death certificates**
 - **Letters Testamentary**
 - **Trust Documents**
 - **Wills**
 - **Affidavit of Domicile**

The Medallion Signature Stamp will only be used on transactions that involve the sale, transfer redemption or liquidation of securities. We want to provide you with this service and want to ensure your financial safety and that of our credit union.