

# SIGNATURE VALIDATION PROGRAM™

The Signature Validation Program (SVP) was created by Kemark Financial, Inc. to fill the gap between Notary services and Signature Medallion Guarantees.

The sole purpose of a Medallion Guarantee is to provide special warranties for an endorsement connected to the sale, assignment, transfer, or redemption of security. Signature Validations are specifically designed to address non-security events. Non-security events are defined as any commercial transaction that does not pertain to a sale, assignment, transfer, or redemption of a security. Signature Validations will not be performed on documents that require a Signature Medallion Guarantee as those requests are strictly governed by the Uniform Commercial Code (UCC). Because the purpose of each program is different, Sunward cannot perform Signature Medallion requests in place of Signature Validations or vice versa. The two programs are not interchangeable.

## SERVICES WE OFFER

Examples of when a Signature Validation would be required include, but are not limited to, the following:

- Check endorsements
- Auto or home equity loan applications
- Changes to Certificates of Deposit forms
- Amendments to partnership or trust agreements
- Changes to life insurance or pension trust agreements
- Electronic Funds Transfer enrollment forms
- Treasury Direct Administrative Account updates
- IRAs that do not contain securities
- Copies of documents not involved in a security transaction
- Validating or certifying maintenance or administrative changes such as address, Taxpayer Identification Number (TIN) updates, account number changes, etc.

## ELIGIBILITY

Sunward members must:

- Have the legal authority to sign
- Have the capacity/willingness to sign

## GUARANTOR OBLIGATIONS

Our Certified Medallion Guarantors are required to perform the following actions when validating documents:

- Determine that you have a personal or business account relationship with **Sunward**.
- Verify your identity by reviewing the proper identification (such as a government-issued ID).
- Determine that you are the person identified on the form and are signing the document of your own free will.
- Determine that the individual signing has an understanding of the document(s) being validated.
- Establish the competence of each signer by determining whether drugs, alcohol, or any traumatizing incident might be influencing the signer's decision.
- Fill out a log entry used to record all Signature Validations to be retained at Sunward.

**Sunward** cannot accept altered or incomplete documents. Examples of alterations include erasure, white correction fluid, or missing pages. If your documents are altered or incomplete, we cannot provide a Signature Validation for you.

## Contact Us:

505.293.0500 | 800.947.5328 | [GoSunward.org](https://www.GoSunward.org)