



AUTHORIZED USER REQUEST

Use this form to authorize Guardian Savings Bank ("Guardian") to communicate with another person about the loan identified below. Completing this form does not add that person to the loan, transfer ownership, or authorize the person to make changes to the loan or property. Updates will be processed within 3 business days of receipt and validation.

1. BORROWER AND LOAN INFORMATION

Borrower Name(s)	Loan Number
Email Address	Best Phone Number

2. AUTHORIZED PERSON(S)

Authorized Person 1

Name:
Relationship to Borrower:
Phone Number and Email:
Address:

Authorized Person 2

Name:
Relationship to Borrower:
Phone Number and Email:
Address:

3. INFORMATION GUARDIAN MAY DISCUSS OR PROVIDE

By this form, authorization is granted to Guardian to discuss the loan and property and provide copies of loan-related records to the person(s) listed above. This authorization will remain in effect until revoked in writing.

4. TERMS OF AUTHORIZATION

- Guardian may verify the identity of each authorized person before releasing information and may, in good faith, rely upon the information provided by the borrower(s) in this authorization.
- The authorized person(s) may receive information but may not change loan terms, change contact information, request disbursements, add or remove borrowers, or otherwise act instead for borrower unless Guardian receives separate acceptable legal authority.
- This authorization remains effective until Guardian receives and processes written revocation. Revocation will not affect information previously disclosed in reliance on this authorization.
- Guardian may decline a request when additional verification or documentation is needed.

5. BORROWER AUTHORIZATION

By signing below, authorization is granted to Guardian Savings Bank to communicate with and release the information described above to the designated person(s). Guardian may verify signature(s) or use other customer-verification methods before processing this request. **This form must be physically signed – electronic signatures will not be accepted unless directly authorized and initiated by Guardian. Typed or computer generated signatures will be rejected.**

Borrower Signature	Date
Co-Borrower Signature	Date
RETURN COMPLETED FORM Email: customerservice@guardiansavingsbank.com Fax: 513-741-6255 Mail: Loan Servicing, 2774 Blue Rock Road, Cincinnati, OH 45239 Contact Us: (513) 842-0972	INTERNAL USE ONLY Verified by: _____ Date processed: _____