

**Instructions for Authorized Signatories Form
(Form DA-04-121)**

Purpose To update the Authorized Signatories Form in conformance with CAPP Topic 20310.

Applicable Agencies All agencies are required to complete and submit this form.

Due Date Must be **RECEIVED** at DOA by 5:00 p.m. on **Wednesday, June 5, 2024**. If the form is not received timely, agencies may be unable to process FY 2025 transactions until the form is received.

Any subsequent changes to the information provided on this form will result in the agency preparing and submitting a new form **immediately** to DOA.

Procedures **Please plan ahead in order to return the form by the deadline.**

- Access the Authorized Signatories Form (DA-04-121) Box Sign link from the DOA website: [Forms - Virginia Department of Accounts](#)
- The Fiscal Officer is required to initiate the process and provide the contact information for themselves and designated individuals (Primary and Secondary Cardinal Security Officers (CSOs), and the Agency Head) to begin the Box Sign process.
- The Fiscal Officer, Agency Head, and two CSOs **MUST** sign the form.*
- Enter the Fiscal Year for which the Form is effective (ex: 2025).
- Select the Yes or No radial button if the Agency, Department or Institution currently uses the DOA Payroll Service Bureau or plans to be a participant as of 7/1/24. If at any time during the Fiscal Year, an Agency, Department or Institution becomes a participant of the DOA Payroll Service Bureau, a new Authorized Signatories Form (DA-04-121) must be completed indicating Bureau participation and submitted to the DOA Compliance Assurance Unit.
- Retain the Box Sign copy of the Authorized Signatories Form for agency purposes.

**Please note: Electronic signatures are mandatory. Your electronic signature is equivalent to your manual/handwritten signature on this form.*

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