

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

Purpose Applicable Agencies	To update the Authorized Signatories Form in conformance with CAPP Topic 20310. All agencies are required to complete and submit this form.
Due Date	Must be RECEIVED at DOA by 5:00 p.m. on Friday, June 4, 2021 . If the form is not received timely, agencies may be unable to process FY 2022 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	<p>Please plan ahead in order to return the form by the deadline.</p> <ul style="list-style-type: none">○ Download the form DA-04-121 (Rev. 04/21), “<i>Authorized Signatories Form</i>” and complete the yellow shaded areas.○ Designate a primary and secondary Cardinal Security Officer (CSO).○ Designate a primary and secondary Payroll Security Officer (PSO).○ The Fiscal Officer, Agency Head, two CSOs and two PSOs <u>MUST</u> sign the form.* <i>The same individual can be designated as both a CSO <u>and</u> PSO.</i><ul style="list-style-type: none">○ Any questions regarding the Payroll Security Officer or their duties should be addressed to Cathy McGill at cathy.mcgill@doa.virginia.gov.○ Check the Yes box if the Agency, Department or Institution currently uses the DOA Payroll Service Bureau or plans to be a participant as of 7/1/21. 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 Signatory – Form DA-04-121 must be completed indicating Bureau participation and submitted to the DOA Compliance Assurance Unit.○ Retain the original for agency purposes and email a copy to ComplianceAssurance@doa.virginia.gov. <p><i>*Please note: Only these designated employees should sign the form. Electronic signatures are acceptable but are not mandatory. Your typed name in the Signature field represents your electronic signature. By typing your name in the Signature field, you agree your electronic signature is equivalent to your manual/handwritten signature on this form.</i></p>
Submission Requirements	<p><u>The Fiscal Officer listed on the form must email the form</u> to the DOA Compliance Assurance Unit at ComplianceAssurance@doa.virginia.gov with a CC: to the Agency Head listed on the form, for control purposes.**</p> <p>**NO ORIGINAL MAILED SIGNATORY FORMS WILL BE ACCEPTED. HOWEVER, IF A HARD COPY SIGNATURE FORM IS USED AND WET SIGNATURES ARE OBTAINED, A LEGIBLE, SCANNED COPY MUST BE SUBMITTED TO THE EMAIL ADDRESS ABOVE.**</p>
DOA Contact	Amanda Simpson Director – Compliance Oversight & Federal Reporting Email: ComplianceAssurance@doa.virginia.gov
