

STATE WATER RESOURCES CONTROL BOARD
 CALIFORNIA EXTENDED WATER AND WASTEWATER
 ARREARAGE PAYMENT PROGRAM
SIGNATORY REQUIREMENTS GUIDELINES

SIGNATORY REQUIREMENTS TABLE	
ENTITY TYPE	AUTHORIZED SIGNATORIES
Individual	People filing as individuals need not identify a title
Trust	Trustee of the trust as stated in the Declaration of Trust or Trust Agreement
Corporation	President, Chief Executive Officer (CEO), Chair of the Board, or Chief Operating Officer (COO)
General Partnership	A general partner
Limited Partnership	A general partner
Limited Liability Partnership	A general partner
Limited Liability Company	Manager managed LLCs: a manager of the limited liability company Member managed LLCs: a member of the limited liability company (Note: Some LLCs use other titles, such as corporate officer titles, instead of member or manager.)
Estate	Current executor or administrator of the estate as specified in the Letter Testamentary or Letters of Administration
Municipality or Other Government Entity	Official with a delegation of signature authority by ordinance, resolution, or other delegation

Anyone signing as the Applicant’s authorized representative, or its designee, must identify the individual’s title as it relates to the Applicant to show that the person has authority to sign on behalf of the Applicant. Signatures by any individuals other than the ones identified in the Signatory Requirements Table must be accompanied by documentation showing authority to sign.

The following are common forms or documents used for delegation of signature authority:

- **Authorized Representative Delegation Form:** An entity may authorize an officer(s) or employee(s) of the entity to be its authorized representative(s) or designee(s) using the Authorized Representative Delegation Form. The form must be signed by an individual with signatory authority in accordance with the Signatory Requirements Table.
 - Although not mandatory, this is the preferable method of delegation, as it provides the State Water Board with a consistent document to quickly review.
- **Authorized representative letter:** An Applicant may authorize an employee(s) of the Applicant to be its authorized representative(s) or designee. The authorized representative(s) letter must be: 1) from an individual with signatory authority in accordance with the Signatory Requirements Table; 2) on the Applicant's letterhead; and 3) must have the signatures and contact information for the authorized representative(s) or designee(s).
- **Articles of incorporation, bylaws, board resolution, or other documentation from the entity's board:** An officer(s) or employee(s) other than those listed in the Signatory Requirements Table may sign for an entity if the individual(s) has received signatory delegation in one of these documents.
- **Power-of-Attorney (POA):** If the Applicant wants to designate anyone who is not an officer or employee of the entity, including any employee of an affiliated entity, to be its authorized representative or designee, the authorization must be done through a POA.

If the Authorized Signatory will not be delegating signature authority to another individual, the Conditions of Payment form will be used to verify the signature authority of the individual signing on behalf of the Applicant. However, it is encouraged the Authorized Representative Delegation Form be used, as it allows the State Water Board a consistent document to quickly review.

The following are common Authorized Signatories for cities, counties, special districts, community water systems, and wastewater treatment plants:

- City Manager
- Mayor
- County Administrator
- Chairperson for Board of Directors
- General Manager of the community water system (if only applying for drinking water arrearages), if on file with the Division of Drinking Water
- General Manager of the wastewater treatment plant (if only applying for wastewater arrearages), if on file with the Division of Water Quality