



## Letter of Responsibility

We, the undersigned officers of the \_\_\_\_\_  
(Name of Organization/Company)

do hereby appoint and authorize the following person to be responsible for ensuring sufficient funds are available in the designated account for the automated monthly payments:

\_\_\_\_\_  
Name of Responsible Party (Organization/ Company Member) Title

\_\_\_\_\_  
Address

Cell Number: ( ) \_\_\_\_\_

Station Number: ( ) \_\_\_\_\_

Alternate Contact Number: ( ) \_\_\_\_\_

I acknowledge my duty and responsibility to be responsible for ensuring sufficient funds are available in the designated account for the automated monthly payments on behalf of my volunteer company.

\_\_\_\_\_  
Signature of Responsible Party (Organization/Company Member)

### Approved By:

\_\_\_\_\_  
Name of Organization/Company

\_\_\_\_\_  
Organization/Company President's Signature Date

\_\_\_\_\_  
Organization/Company Secretary's Signature Date

**Note:** OSFC must always have on hand the most current contact information (telephone and cell number) of the organizations designated contact person responsible for the organizations loan payments.