

Key Contacts Update Form

To update contacts for your Everydayhero account, please complete all fields in this document. For changes to be authorised, this form must be signed by two Responsible Persons from your organisation. This process is designed to protect your Everydayhero account from unauthorised access or unsolicited changes e.g. deposit account updates.

Please note that information on this form is reference checked against global anti-money laundering and compliance databases and is securely stored for auditing purposes.

Signatories must be Responsible Persons of your organisation. Acceptable Responsible Persons allowed are listed on page 2

Charity Name:

Please tick the changes you require		
<input type="checkbox"/> Responsible Person 1	<input type="checkbox"/> Responsible Person 2	<input type="checkbox"/> Primary/Fundraising Contact

Current Listed Contacts	Remove From Our System?
Responsible Person 1:	Yes / No
Responsible Person 2:	Yes / No
Primary/Fundraising Contact:	Yes / No

New Responsible Person Contact 1 – Please provide a valid Driver’s Licence (front and back) or Passport (photo page only)	
Ability to access your charity’s account, request changes to your account and banking details, receives general communications	
Name:	
Position:	<input type="checkbox"/> Identification attached
Direct Number:	Mobile:
Email Address:	

New Responsible Person Contact 2 – Please provide a valid Driver’s Licence (front and back) or Passport (photo page only)	
Ability to access your charity’s account, request changes to your account and banking details, receives general communications	
Name:	
Position:	<input type="checkbox"/> Identification attached
Direct Number:	Mobile:
Email Address:	

New Primary/Fundraising Contact	
Name:	
Position:	
Direct Number:	Mobile:
Email Address:	
Email Address for invoices (if different to above):	

Notifications Email – Supporter Pages Created, Donations Received, Fortnightly Financial Remittance
Email Address: _____

Heroix Account Email – Accessing your Reports, Reports Ready for Download, Log In Password Reset
Email Address: _____

Authorised by:

Responsible Person 1

Signed: _____ Date: _____

Name: _____ Position: _____

Responsible Person 2

Signed: _____ Date: _____

Name: _____ Position: _____

Structure	Responsible Persons	Proof of Identification
Company	2 x Directors	Valid Driver's Licence
Trust	2 x Trustees (If a company/ non-individual is the trustee, the company directors)	Valid Driver's Licence
Incorporated Association	1 x President and 1 x Secretary or Treasurer or Vice President	Valid Driver's Licence
Unincorporated Association	1 x President and 1 x Secretary or Treasurer or Vice President	Valid Driver's Licence
School	1 x School Principal & 1 x Bursar	Valid Driver's Licence
Parents & Citizens/ Friends (Usually Un/incorporated Association)	1 x President and 1 x Secretary or Treasurer or Vice President	Valid Driver's Licence