

Key Contact Request Form

To update contacts in your Everydayhero account, please complete all fields in this document. For changes to be authorized, the signatory must be the currently listed Primary or Financial Contact, CEO, a Director of the registered organization or School Principal.

This is to protect your charity account on Everydayhero from unauthorised access and changes to your account eg. deposit bank account. This information is reference-checked against global anti-money laundering and compliance databases and is stored for audit reviews.

Complete ALL FIELDS for compliance

Charity Name:

Currently Listed Contacts	Remove From Our System?
Primary Contact:	Yes / No
Financial Contact:	Yes / No

New Primary Contact	
Ability to access your charity's account, request changes to your account & bank account, receives general communications.	
Name:	
Position:	
Direct Number:	Mobile:
Email Address:	

New Financial Contact	
Ability to access your charity's account, request changes to your charity account & bank account, receives invoices.	
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 Notifications	
Email Address:	

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

Signatory must be the currently listed Primary or Financial Contact, CEO, a Director, or School Principal

Please check that ALL FIELDS have been completed

Authorised by:

Signed: _____

Date: _____

Name: _____

Position: _____