Partner Agency Change of Information Form

Please complete the top box. New partners may omit the account number if not yet known. Only the sponsoring 501(c)(3) executive director or existing coordinator is authorized to make account changes.

Partner Agency Name:		Effective Date:
Account Number:	County:	
Name:		
Phone:	Email:	

Please complete *only* the boxes you are requesting to change on your Food Bank account

Add Shopper 1 (This is the person authorized to place orders for your program. Shoppers must have a phone number and email address to be added to the account):

Shopper:	
Phone:	Email:

Add Shopper 2 (This is the person authorized to place orders for your program. Shoppers must have a phone number and email address to be added to the account):

Shopper:	
Phone:	Email:

Remove Shopper (Remove a shopper from the account and check box below to remove all other shoppers):

Shopper:	
Phone:	Email:

Check here to remove *all* other shoppers associated with this account: ☐

New Coordinator (The coordinator is the initial person the Food Bank will contact with any questions or concerns regarding your account. This person is responsible for communicating information to volunteers/staff):

Coordinator:	
Phone:	Email:

Mailing Address (This is the address where all written correspondence for your account will be mailed):

Address:		
City:	State: NY	Zip:

Physical or Site Address (This is where your food program is located):

Address:		
City:	State: NY	Zip:

Delivery Contact Information (This is the person notified about delivery times):

Contact:	
Phone:	Email:

New Hours (These are the hours your food program is open):

Mon:	Tue:	Wed:	Thu:
Fri:	Sat:	Sun:	

New Executive Director or Religious Leader (This is the person in charge of your non-profit or religious organization):

Name:	
Phone:	Email:

Signature: _____ Date: _____

Please allow 5-7 business days for changes to be completed. You will receive notification from the Food Bank when changes are complete.
New shoppers will receive a separate email with their username and password information.