



Partner Agency Change of Information Form

All partners: 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 Coordinator on file are authorized to make account changes. Please contact agency relations at (315) 437-1899 to clarify who is listed on the account.

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

Please provide a phone number for Food Bank to use for client referrals (optional). Please note, this number & email will be made available to the public.

Client Referral Phone Number:
Client Referral Email Address:

Please complete the information you are requesting to change on your Food Bank account. For new accounts, please complete fully.

Shopper: (person authorized to place orders on your account - shoppers must have a phone and email to be added to the account)

Add Shopper:	
Phone:	Email:

Add Shopper:	
Phone:	Email:

Remove Individual Shopper - OR - Check here to remove all other shoppers associated with this account:

Remove Shopper:	
Phone:	Email:

New Coordinator:	
Phone:	Email:

(Main contact for your Food Bank account. The Coordinator is responsible for communicating between Food Bank & program's volunteers/staff)

New Mailing Address (for agency):		
City:	State: NY	ZIP:

New Physical / Site Address (for agency):		
City:	State: NY	ZIP:

New Hours (these are the hours your food program is operational):

Mon:	Tue:	Wed:	Thurs:
Fri:	Sat:	Sun:	

Delivery Contact Phone Number:

New Executive Director, President or Religious Leader (this is the person in charge of your nonprofit or religious organization):

Name:	
Phone:	Email:

Signature: _____ Date: _____

(Please print below)

Print Name: _____

When completed, return to Food Bank of Central New York via USPS at 7066 Interstate Island Rd. Syracuse NY 13209 or email to agencyinfo@foodbankcny.org
Please allow 5-7 business days for changes to be completed. You will receive notification when changes are complete. New shoppers will receive a separate email with their username and password from Food Bank. By providing an email address, you give Food Bank permission to contact you via email. Your contact information will not be shared, unless otherwise specified REV 1/2019

Completed <input type="checkbox"/>	Date: _____	Initial: _____
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