**Finance Management Change Request**

***(Required for any change in Finance Mgr/Dir)***

**Jurisdiction:**

**Submitted by:**

**Date:**

This form is required any time there is a change in the financial responsible party for your agency – change in the Finance Manager or Director. This person/user is likely set up as the Authorized Signer on the required US Bank Elavon/Converge credit card processing account minimally used for online transactions, their email is typically setup to receive the Nightly Financial Batch applied transactions file that is sent to agencies daily, and they are likely indicated in our ePermitting agency contacts list that is used to drive all communications from ePermitting regarding the system.

**Finance User Information**

NOTE: the Add/Remove User Form must also be completed and submitted to [epermitshelp.BCD@dcbs.oregon.gov](mailto:epermitshelp.BCD@dcbs.oregon.gov) for the User account changes.

**Former Finance Mgr/Dir Name:**

**Former Finance Mgr/Dir Email:**

**New/Current Finance Mgr/Dir Name:**

**New/Current Finance Mgr/Dir Email:**

**US Bank Elavon/Converge**

Any change to Authorized Signer on your agency’s credit card processing account will also require a formal change request sent to Converge support at [strategicpublicsectorrelationships@elavon.com](mailto:strategicpublicsectorrelationships@elavon.com) – to include a signed letter on company letterhead giving Elavon permission for the change. The letter will need to state verbatim: “**This letter approves for Elavon to remove xx as the authorized signer and to add xx as the authorized signer(s) for MID ###**”. Your agency account MID will have to be provided in this communication. Anyone at the agency except the named parties can sign this letter, to be attached in this separate change request to be sent to account services (above). Note, an additional change form will be required through Elavon.

**Current Authorized Signer Name:**

**Current Authorized Signer Email:**

**New Authorized Signer Name:**

**New Authorized Signer Email:**

**New Authorized Signer business address:**

**New Authorized Signer business phone:**

**Financial Batch Details**

Note: you will need to submit a helpdesk ticket to [epermitshelp.BCD@dcbs.oregon.gov](mailto:epermitshelp.BCD@dcbs.oregon.gov) to request any other general updates to your financial batch file.

**Current recipient email(s) the batch is being sent to:**       *(if unknown, please note that)*

**New recipient email(s) for the batch to be sent to:**