



Interested party access

Use this form to authorize a family member, successor-advisor, professional advisor (such as an attorney, financial advisor, or accountant), or other interested party to have access to your philanthropic account.

This form may also be used to remove an interested party and change their access level. For an explanation of interested party access levels, please see page 3. Web registered account advisors can complete these changes online.

To authorize additional individuals to access your account, complete a second form.

For more information, refer to our *Policies & Guidelines* booklet.

Contact us
with questions

donorservice@vanguardcharitable.org

1 Account information

Account number	Account name
A	The Fund

2 Identify changes

Add new interested party	<i>Complete sections 1, 3, and 5</i>
Update current interested party information	<i>Complete sections 1, 3, and 5</i>
Change current interested party access level	<i>Complete sections 1, 3, and 5</i>
Remove interested party	<i>Complete sections 1, and 4 or 5</i>

3 Add or Update interested party

Role of interested party			
Professional advisor	Family member/friend	Other	
Access level <i>Only one Primary Contact can be on an account. See section 6 for description</i>			
Primary Contact	Full access	Read-only + Exchange	Read-only Paper statement
Name <i>salutation, first, middle initial, last</i>			
Last 4 digits of SSN or PIN		Birth date <i>mm-dd-yyyy</i>	
Preferred phone		Alternate phone	
Primary Mobile	Other	Primary Mobile	Other
Address or PO Box number			
City			State Zip
Business	Home	Mailing	Other
Email address			Preferred contact method
			Email Phone Mail
Relationship to account advisor(s)			

As an authorized user on the account named in **Section 1**, I:

- verify that the information in **Section 3** is complete and accurate,
- understand that I will only be eligible to act on the responsibilities designated in **Section 2**,
- understand Vanguard Charitable is a public charity that offers a donor-advised fund, and all account assets are the property of Vanguard Charitable and not of the account advisors or interested parties, and
- acknowledge I have read and agree to abide by the terms and conditions in the *Policies & guidelines* booklet, including policies for recommending grants.

Interested party being added to the account must sign here.

Signature of interested party	Date <i>mm-dd-yyyy</i>
X	

4 Remove interested party

Interested parties removing themselves from an account must sign here.

Name <i>salutation, first, middle initial, last</i>	Last 4 digits of SSN or PIN
Signature of interested party	Date <i>mm-dd-yyyy</i>
X	

5 Required signatures

By signing below, I authorize Vanguard Charitable to release information and/or provide access to the account named in **Section 1** to the interested party named in **Section 3**. If an individual is named in **Section 4**, I authorize Vanguard Charitable to remove them from the account named in **Section 1**. *Only one signature needed.*

Account Advisor or Primary Contact

Name <i>first, middle initial, last</i>	
Signature X	Date <i>mm-dd-yyyy</i>

6 Access level overview

	Primary Contact	Full	Read-only + Exchanges	Read-only	Paper Statement
Receive paper quarterly statements only					✓
Receive paper or online quarterly statements depending on delivery preference	✓	✓	✓	✓	
Request account information such as balance, transaction status, and history	✓	✓	✓	✓	
View account information and statements online	✓	✓	✓	✓	
Reset individual password online	✓	✓	✓	✓	
Select a delivery preference (electronic or paper) for communications	✓	✓	✓	✓	
Edit personal contact information online	✓	✓	✓	✓	
Recommend exchanges online or over the phone	✓	✓	✓		
Recommend grants online or with paper form	✓	✓			
Request address changes for account advisors	✓	✓			
View/receive confirmations of contributions, grants, exchanges and other account activity.	✓	✓			
Request changes to the account name, advisors, or succession plan	n/a	n/a	n/a	n/a	n/a
Link their own Vanguard and Vanguard Charitable accounts	✓	✓	✓	✓	
Name interested parties to access account	✓				
Permission to share account information to authorized 3rd parties	✓				

Return information

Return this form and required documentation to Vanguard Charitable. If the document has a Signature guarantee or Medallion signature guarantee, it must be mailed.

Email: donorservice@vanguardcharitable.org
We recommend encrypting the form and sharing the password with us.

Fax: 866-485-9414

Mail: PO Box 980
Burtonsville, MD 20866-9998

Registered, certified or overnight mail: 11850 West Market Place, Suite P
Fulton, MD 20759