



**PRINCIPAL AUTHORITY or PRIMARY CONTACT CHANGE FORM**

“Principal” means an individual who is authorized by the public agency or statute to execute contractual agreements on behalf of the public agency. 74 Ill. Admin. Code 735.200. “Primary Contact” means an individual authorized by the public agency to establish and maintain payment processing operations on behalf of the public agency. In the event of any change in a Participant’s Principal or Primary Contact, such Participant must complete and return this form, along with official documentation satisfactory to the Treasurer evidencing such change, to the Office of the Illinois State Treasurer at [ILEPAY@jetpay.com](mailto:ILEPAY@jetpay.com) within five business days of such change in information. Such documentation may include meeting minutes or a corporate resolution that designates the principal authority.

**PRINCIPAL AUTHORITY CHANGE**

Participant/Entity Name: \_\_\_\_\_

OLD Principal Authority: \_\_\_\_\_

NEW Principal Authority: \_\_\_\_\_

NEW Principal Authority Email: \_\_\_\_\_

NEW Principal Authority Phone: \_\_\_\_\_

If funding to ePAY’s Settlement Bank, will these changes affect an Illinois National Bank settlement account and/or an Illinois Funds Account? YES      NO

**PRIMARY CONTACT CHANGE**

Participant/Entity Name: \_\_\_\_\_

Specify Department (if applicable): \_\_\_\_\_

OLD Primary Contact: \_\_\_\_\_

NEW Primary Contact: \_\_\_\_\_

NEW Primary Contact Email: \_\_\_\_\_

NEW Primary Contact Phone: \_\_\_\_\_

If funding to ePAY’s Settlement Bank, will these changes affect an Illinois National Bank settlement account and/or an Illinois Funds Account? YES      NO



The signature of Participant's duly authorized representative is required below.

\_\_\_\_\_  
Principal Authority's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Authority's Name