

Setting up an Authorised Signatory

An authorised signatory should only be used if you need assistance in signing documents. This should be a person you trust (not your employee as this would be a conflict of interest) that can sign on your behalf to authorise the release of funds from your supported account e.g. by signing timesheets. If you have nominated someone to manage your direct payment they will already have the ability to do this on your behalf. If you have an authorised signatory who is unable to sign we can still accept signatures from you. If you would like to set up an Authorised Signatory please complete and return the below form to Equal Lives:

Authorised Signatory Form

Direct Payment recipient (Your details)

Name:

Address:

Tel:

Please accept this as notification that I wish the person named below to act as an authorised signatory to release funds from my direct payment supported account on my behalf until further notice.

Signed:

Date:

Authorised signatory details

Name:

Address:

Tel:

I confirm that I am willing to act as authorised signatory on behalf of the above named person with respect to their Direct Payments.

Signed:

Date:

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: info@equallives.org.uk, or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ