Partner Agency
Change of Information

Whenever your agency has a major change, including, but not limited to: **tax-exempt status, new or different personnel, phone numbers, email addresses, physical address, mailing address, or hours of operation**, it is imperative that you contact the Agency Relations Department and let us know of these changes, so we can update our records. In the case of a location change for your facility, The Idaho Foodbank will monitor the new site. Until the site visit is complete and the new site is approved, food orders may not be submitted, picked up, or delivered.

Please use this form and email your updated information to The Idaho Foodbank: agencyrelations@idahofoodbank.org

Agency Name: _____

Physical Address: _____
Street City Zip

Mailing / Billing Address: _____
Street or PO Box City Zip

Agency Telephone (for public to call): _____

Agency Primary Contact: _____

Primary Contact Phone: _____

Primary E-mail: _____

Agency Secondary Contact: _____

Secondary Contact Phone: _____

Secondary E-mail: _____

Agency Fax: _____

Agency Website: _____

Hours of Operation _____

Additional Information: _____

_____

_____

_____

Please return this form to the Agency Relations Department

Updated 4.2.14