Factsheet A12: 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 (it cannot be your employee) that can sign on your behalf to authorise the release of funds from your account e.g. by signing timesheets. If you have nominated someone to manage your direct payment they already have the ability to do this. If your authorised signatory is unable to sign we can 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: Tel:

Address:

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

Signed: Date:

Authorised signatory details

Name: Tel:

Address:

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.