# ACR Registry

account change request form

2024-04-18

Use this form to request changes to the ACR Registry account entity name or the named Account Manager for your previously approved ACR Registry account. To make other changes to an existing account, refer to the ACR Operating Procedures. To modify account information for a pending Registry account, email [ACR@winrock.org](mailto:ACR@winrock.org).

Please complete all relevant sections of this form and submit it, along with the required documents, to: [ACR@winrock.org](mailto:ACR@winrock.org?subject=Account%20Change%20Request%20-%20[Current%20Account%20Name]) with the subject line: “Account Change Request – [Current Account Name]”

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| 1. general information | |
| **Current ACR Account Information** | Account Name: |
| Account Number: |
| **Current ACR Account Manager** | Name: |
| Email Address: |
| 2. Account Name Change | |
| **Are you requesting a change to your ACR Registry account name?** | Yes (please complete rows below)  No (please leave rows blank and skip to section 3) |
| **Requested ACR Registry account name (must match documentation provided)** |  |
| **Reason for request (select one option below)** | ***Required Documents*** |
| Company name change or DBA | Certificate of name change or DBA |
| Merger or acquisition | Documentation of the ownership structure between the entity currently named on the ACR account and the entity requested to be named on the ACR account  Certificate of Organization for the entity requested to be named on the ACR account (e.g., certificate of formation, articles of incorporation)  Revised [Account Manager authorization](https://acrcarbon.org/program_resources/account-manager-authorization-templates/) signed by an authorized signatory of the entity requested to be named on the account reaffirming the current Account Manager or naming a new person (if new Account Manager, see section 3) |
| Updating name to reflect a subsidiary or parent company |
| Other | Relevant documentation (ACR Administrator may advise based on specific situation) |
| 3. Account Manager Change | |
| **Are you requesting a change to your ACR Account Manager?** | Yes (please complete rows below)  No (please leave rows below blank) |
| **What permission should the outgoing Account Manager’s login be changed to? (There can only be one assigned Account Manager at a time.)** | Admin  Limited Access (specific permissions can be assigned by new Account Manager once in place)  Please inactivate the outgoing Account’s Manager’s login |
| **New Account Manager Information** | Name: |
| Job Title: |
| Address: |
| Phone: |
| Email (must be specific to person): |
| New Account Manager’s existing ACR Registry login name, if applicable:  OR  If new Account Manager does not have an existing ACR Registry login name, preferred login name: |
| **Was the new ACR Account Manager listed as an alternate on your previously submitted Account Manager authorization?** | ***Required Documents*** |
| No | New [Account Manager authorization](https://acrcarbon.org/program_resources/account-manager-authorization-templates/) |
| Yes | N/A, unless required to send per Section 2 |