



Restore Account Access Form

Use this form to request security changes to your web profile, including restoring web access, resetting passwords, and disabling phone security codes. All accounts with the same registration and taxpayer ID number will be updated. **You must sign this form in the presence of a notary public.**

Note: All access changes can be made by phone with proper account authentication. This form must be mailed and CANNOT be accepted via fax.

Print in capital letters and use black ink.

Questions?

Call 800-662-2739
or log in to vanguard.com.

1. Account information

Owner's name <i>first, middle initial, last</i> or organization name	
Last four digits of taxpayer ID	Zip code
Account number <i>Enter 8 or 11 digits</i>	

2. Restoring access request(s)

Please complete 2A or 2B. If no option is checked in 2A or 2B, all security will be reset.

A. High-level access request

Your request(s)

What does this do?

☐ Reset/Remove only blocked or disabled.	This will reset/remove all blocked or disabled access/security.
☐ Reset all security.	This will reset/remove all access/security.

OR

B. Detail access request

Your request(s) *Check all that apply.*

What does this do?

☐ Remove web block on online account access.	Removes web block to allow you to log in online.
☐ Remove enhanced security password for account access by phone.	Removes the enhanced phone security password you placed on the account.
☐ Remove my online security information and allow me to register.	Removes your previous online security information and allows you to create a new user name and password.
☐ Reset security questions for online account access.	Resets your security questions after they have been locked or disabled. Your user name and password will remain the same.
☐ Disable security codes and allow me to update my phone number online.	Disables the enrollment for security codes and allows you to enroll a new phone number to receive a security code.

3. Signature of account owner

Note: The account owner listed in Section 1 will need his or her signature notarized. For EIN accounts or minor accounts, the authorized signer or custodian will need to get his or her signature notarized.

The undersigned hereby requests and authorizes Vanguard to make the change(s) specified on this form to my account.

Account Owners MUST sign in the presence of a Notary Public.

NOTE: Account Owner and notary signature dates MUST match.

Signature of owner, trustee, custodian, or authorized signer X	Date <i>mm dd yyyy</i> M M - D D - Y Y Y Y
Name <i>first, middle initial, last</i>	

Acknowledgment of signature

The notarization must be dated within 30 days of receipt of this document by Vanguard.

State of	and	County of
Date <i>mm dd yyyy</i> M M - D D - Y Y Y Y		
On the individual whose name is signed above has appeared before me, proven to be the person whose name is signed, and has acknowledged that this authorization is his or her wish.		
Signature of notary public	Notary seal <i>if state requires a seal</i>	
Commission expiration date <i>mm dd yyyy</i> M M - D D - Y Y Y Y		

Mailing information

Mail your completed form and any attached information to the most appropriate address listed below.

Mail to: Vanguard
P.O. Box 982901
El Paso, TX 79998-2901

For overnight delivery, mail to: Vanguard
5951 Lockett Court, Suite A1
El Paso, TX 79932-1882