



Because YOU Matter!

### ADDRESS CHANGE REQUEST

**Account Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

(Please list any other accounts you are joint that need address updated)

Account # \_\_\_\_\_ Account # \_\_\_\_\_ Account # \_\_\_\_\_

**New Address:** \_\_\_\_\_

(Physical address required if PO Box used for mailing address)

**Physical Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Member Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTE: 30 days after an address is changed, RED FLAG Identity Theft Policy (federal regulation) may prevent us from immediately accepting requests for additional or replacement of plastic card access. (ATM or Credit Cards.) Further verification is required.*

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**Office Use Only: ADDRESS CHANGE CHECKLIST**

**Verify ID/ Signature - Employee Initials** \_\_\_\_\_

**Remove Comments regarding Bad Address/Verify Address – Employee Initials** \_\_\_\_\_

**Remove Bad Address Warning – Employee Initials** \_\_\_\_\_

**Update Mail Codes on each account/loan Employee Initials** \_\_\_\_\_

**Update Address in system– Employee Initials** \_\_\_\_\_ (IF PO Box: **Enter physical address in Member Information/Account Information field**)

**Update Phone Numbers in system – Employee Initials** \_\_\_\_\_

**IF: ATM or Debit Card – Change address in Elan - Employee Initials.** \_\_\_\_\_

**IRA/Roth, Coverdell or HSA– Change address in IRA Direct - Employee Initials.** \_\_\_\_\_

**Credit Card – Change address in Card Source - Employee Initials.** \_\_\_\_\_

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