

# CUSTOMER ADDRESS AND PHONE NUMBER CHANGE FORM

## CUSTOMER INFORMATION (Please type or print.)

Method:  In-person     Mail     Phone     Online banking    Effective date: \_\_\_\_\_

Reason for change: \_\_\_\_\_ If temporary, from: \_\_\_\_\_ To: \_\_\_\_\_

Account name(s): \_\_\_\_\_ Account name(s): \_\_\_\_\_

Is this a request for an affiliate customer?  No     Yes\*    \*If yes, bank name: \_\_\_\_\_

\*If yes, the form should be submitted to the appropriate bank via the operations email address.

## NEW ADDRESS AND PHONE INFORMATION

Street address line 1: \_\_\_\_\_

Street address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Is this a phone number only change?  No     Yes\*    \*If yes, reason: \_\_\_\_\_

## FORMER ADDRESS AND PHONE INFORMATION

Street address line 1: \_\_\_\_\_

Street address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Country: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

## ACCOUNT INFORMATION

Update **ALL** accounts with this new address and phone in the name of those individuals who (1) have signed this form and (2) currently utilize the "former address" information listed above (includes any minor accounts).

Only change the accounts listed below at this time.

Checking account #: \_\_\_\_\_ ATM/debit card #: \_\_\_\_\_ Savings/CD account #: \_\_\_\_\_

Loan #: \_\_\_\_\_ Safe deposit box #: \_\_\_\_\_ Custodial account #: \_\_\_\_\_

Have you completed any wire transfers to or from any of your accounts in the past year?  No     Yes

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BANK USE ONLY:** Change applied to:  CIS & account(s)     Account(s) only     CIS only

Maintenance performed by: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's approval if exception: \_\_\_\_\_ Date: \_\_\_\_\_

If necessary, call back performed by: \_\_\_\_\_ Account maintenance verification checklist attached?

\*If phone number change only, explain how customer verified: \_\_\_\_\_

Maintenance reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_