



# Address Change Form

Member Number: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Other related account #'s to be changed: \_\_\_\_\_

New Address: \_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City, State, and ZIP Code)

Cell / Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

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

Member's Signature: \_\_\_\_\_

**(Credit Union Use Only)**

To make the address change in system:

- Use Phone Op, click on the Name/Address button
- Make sure to click "Move Current to Previous>>" prior to entering the new address information
- Please ensure that you uncheck the "Wrong Address" box at the top of the page, if applicable

Please check the following that apply:

- Address Changed in system
- Unchecked "Wrong Address" box (if applicable)
- Deleted Bad Address Comment (if applicable)
- Member has a Lease:  
Copy of Address Change form forwarded to Sue on \_\_\_\_\_  
(Date)
- Member has an IRA:  
Copy of Address Change form forwarded to Sue on \_\_\_\_\_  
(Date)

CU Employee making the change: \_\_\_\_\_

Date Address Changed in the system: \_\_\_\_\_