



Address Change Form

Member Number: _____ Date: _____

First Name: _____ Last Name: _____

Other related account #'s to be changed: _____

New Address Alternate Address – dates effective: _____

(Street address) - P.O. Boxes can only be used as Alternate 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 GOLD:

- 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

Address Changed in CU*Answers GOLD

Unchecked "Wrong Address" box (if applicable)

Deleted Bad Address Comment (if applicable)

Member has a OTB Credit Card. Tracker sent to Tammy H. (3H): _____
Use today's date, Tracker type: **MC** for MN MasterCard Credit Card or **LC** for Lakes Visa Credit Card
& Memo code: **AC** – Address Change

Member has a Lease. Tracker sent to Suzy S. (24): _____
Use today's date, Tracker type: **AL**- Lease Address Change & Memo code: **AC** - Address Change

Member has an IRA or HSA. Tracker sent to IRA/HSA Group(IR): _____
Use today's date, Tracker type: **IR** – IRA/HAS & Memo code: **AC** – Address Change

CU Employee making the change: _____ Date: _____