



# FIRST COMMUNITY CREDIT UNION

Member Owned, Come Grow with US!  
www.FIRSTCCU.com ♦ 1-800-828-5923

## ADDRESS CHANGE REQUEST FORM

( To help prevent identify theft, all address change requests must be in writing )

Date \_\_\_/\_\_\_/\_\_\_

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

Members Name \_\_\_\_\_  
Present Address on account \_\_\_\_\_  
City, State, Zip \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Present phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

New Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

New Phone # \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_  
Date at new address \_\_\_\_\_

### Check other accounts or services at First Community Credit Union

\_\_\_\_ Mastercard / Visa  
\_\_\_\_ Checking  
\_\_\_\_ Student Loans  
\_\_\_\_ Money Market  
\_\_\_\_ Loans  
\_\_\_\_ IRA  
\_\_\_\_ Debit card

### Member's Signature

( No address will be changed unless in writing and signed by the member )

### Internal Use only

\_\_\_\_ Account memo with address change date  
\_\_\_\_ Address changed verified by calling old phone number  
\_\_\_\_ Letter sent to old address to verify change ( no fee charged for returned mail )  
\_\_\_\_ No increase in credit cards lines, lines of credit, or debit card will be issued within 30 days of address changed  
\_\_\_\_ Address changed on credit card \_\_\_\_ Student loan \_\_\_\_ IRA Direct \_\_\_\_  
\_\_\_\_ Address changed on check order \_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member verifying information \_\_\_\_\_

Revision date 5/08 Maintain in file for 5 years