Fort Sill FEDERAL CREDIT UNION
A Community Credit Union

PO Box 1527
Lawton, OK 73502
Phone (580) 353-2124
Fax (580) 355-7674

Address Change Request

Address change is also available online through Live Chat or Secure Message at www.fsfcu.com.

Date: _____

Name of Individual Changing Address: _____

Change address for these account owners: _____ _____ _____

Old Address:

_____
Address Line 1

_____
Address Line 2

_____
City

_____ _____
State Zip

New Mailing Address:

_____
Address Line 1

_____
Address Line 2

_____
City

_____ _____
State Zip

Memberships: List **ALL** accounts the individual needs changed to the **New Mailing Address**

1) _____ _____ Statement Code
2) _____ _____ Statement Code
3) _____ _____ Statement Code
4) _____ _____ Statement Code
5) _____ _____ Statement Code
6) _____ _____ Statement Code

New Physical Address: (Required if New Mailing Address is a PO Box)

According to the Bank Secrecy Act enacted by Congress, financial institutions are required to have a physical address for any individual we conduct business with. If you are changing to a PO Box, please complete the Physical Address portion also. Your correspondence will be sent to your PO Box; however, to remain in compliance, we must also have a physical address on file.

_____
Address Line 1

_____
Address Line 2

_____
City

_____ _____
State Zip

My phone numbers and/or email address have changed. Please update my information with the following:

Home Phone: _____
Cell Phone: _____
Work Phone: _____

Email Address: _____
Email Address: _____

Note: Change of Address form **MUST** be signed by the primary, legal owner or authorized signer for processing.

Member Signature _____ Date _____

CREDIT UNION USE ONLY

- ☐ Account has an IRA. ***(Ascensus Change Notice 2309R or 2409R signed by Primary Member and forwarded to IRA Administrator)***
- ☐ Address change affects Joint Owner only, Primary Member address is different.
- ☐ Current ID scanned into system and Individual Details Page matches ID information
- ☐ Stop Code removed
- ☐ Renew card box checked (for open cards) in Plastic Cards for each account owner listed above if previous address removed by CU.

Branch# Teller# Employee Name:

Revised: 05/05/2015