

\*CHANGE OF ADDRESS REQUEST FORM\*

NAME: \_\_\_\_\_

OLD ADDRESS: (Address currently on system) \_\_\_\_\_

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

NEW ADDRESS: \_\_\_\_\_

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

OLD PHONE NUMBER: (# currently on system): \_\_\_\_\_

NEW PHONE NUMBER \_\_\_\_\_

For security and identity verification purposes,  
Please furnish the last four (4) digits of your  
Social Security Number:

\_\_\_\_\_

Do you have a Debit or ATM Card: YES \_\_\_\_\_ NO \_\_\_\_\_

SIGN: \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

Bank Personnel originating form: \_\_\_\_\_ Date sent: \_\_\_\_\_

Step #1) – Orig. form to **Lisa/Jamie** for system verification/updates: \_\_\_\_\_ Updated Date: \_\_\_\_\_  
*Includes updating all debit card/shazam records/Internet banking/ I-Pay*

Step # 2) -- Copy sent to **Laurie** for W-Kluwer Review \_\_\_\_\_ UpDated Date: \_\_\_\_\_

**Revised 06/2023 \* NOTE to staff \* Once all steps completed and initialed/dated – Return the form back to main for file/review by Penny.**