

\*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: \_\_\_\_\_

Step #2 -- Copy to **Branch Mgr.** for Debit card deletion: \_\_\_\_\_ Updated Date: \_\_\_\_\_

Step #3 -- Copy sent to **Kristi** for Internet Banking deletion: \_\_\_\_\_ Updated Date: \_\_\_\_\_

Step # 4 -- Copy sent to **Jamie** for iPay deletion: \_\_\_\_\_ Updated Date: \_\_\_\_\_

Step # 5 -- Copy sent to **Laurie** for W-Kluwer Review \_\_\_\_\_ UpDated Date: \_\_\_\_\_

**Revised 02/2023 \* NOTE to staff \* Once all steps completed and initialed/dated – Return the form back to main for file/review by Penny.**