

# Notice For Change of Address

**Date Effective:** \_\_\_\_\_  
 (see reverse side for instructions)

**Section 1: Name & Address** *Please List All Names*

Name(s): \_\_\_\_\_  
 \_\_\_\_\_

**Old Address** Street Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_

**New Address** **Physical Street Address (If Different)**

Street Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Note: If providing a PO Box as the mailing address, please include a physical street address

Home Telephone: \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Section 2: Identifying Information (Primary Account Holder)**

SSN/EIN: \_\_\_\_\_ Driver's Lic./State ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ State Issued: \_\_\_\_\_

Other ID: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Section 3: Product Relationships**

*Please check all that apply and include account number.  
**Only accounts indicated will be changed.***

**Account #(s):**

Checking: | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Savings: | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Card(s): | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

CD/IRA: | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

| \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

SDB: | \_\_\_\_\_ | \_\_\_\_\_ Loan(s)  Credit Card  Trust/Investments/CSPN

**Section 4: Special Instructions**

**Section 5: Signature & Date**

Authorized Signature and Date are required for valid address change.  
 Two signer accounts require both signatures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bank Use Only:** Accepted by: \_\_\_\_\_ Branch/Location: \_\_\_\_\_ Input Initials: \_\_\_\_\_

## **FORM COMPLETION**

**SECTION 1:** Please note all names, account holders, effected by this change request. For both the Old Address and New Address we will need a physical street address if either the old or new address is a P.O. Box number. Be sure to update email address if this has changed since it was last given to the bank.

**SECTION 2:** Please complete as much identifying information as possible. If "Other ID" line is used, please identify type and number (i.e. Passport I.D. Military I.D., etc.).

**SECTION 3:** It is necessary in this section to please list all accounts effected by this change request. You may attach a separate sheet if you have more accounts or insufficient room to list all the account products you may have with Union Bank & Trust Company.

**SECTION 4:** Special Instructions may be used to communicate any special requests that we need to be aware of or need to review.

**SECTION 5:** Authorized Signature and date must be completed to activate change of address request. Phone request must be signed by Union Bank employee completing the change of address request once verification of all pertinent customer information has been completed.

**Questions concerning the change of address form can be directed to the bank at the telephone number on the top of the "Notice for Change of Address".**