



Southwest Colorado Federal
Credit Union
Change of Address Form

PRIMARY MEMBER: Name:	
Account Number(s):	
Work Phone:	Cell Phone:
Home Phone:	Email Address:
Old <u>Mailing</u> Address	New <u>Mailing</u> Address
Old <u>Physical</u> Address	New <u>Physical</u> Address

NO YES I have an ATM/Visa Debit Card

NO YES I have an IRA with Southwest Colorado Federal Credit Union

Primary Signature _____ Date _____

JOINT MEMBER: Name:	
Account Number(s):	
Work Phone:	Cell Phone:
Home Phone:	Email Address:
Old <u>Mailing</u> Address	New <u>Mailing</u> Address
Old <u>Physical</u> Address	New <u>Physical</u> Address

NO YES I have an ATM/Visa Debit Card

NO YES I have an IRA with Southwest Colorado Federal Credit Union

Joint Signature _____ Date _____

Please complete and return to us by mail, fax, or in person.

15 Bodo Drive – Durango, CO 81303 – Fax (970) 247-8784

For Credit Union Use Only:

- Verified ID/Signature (**is form complete? - i.e. phone #s, physical address, etc.**) Receiving Person Initial _____
- Checked for additional Acct #s by SSN
- Notified Card Services (Debit Card Update) Card Services Initial _____
- Member Services (IRA Updates) Member Services Initial _____
- Updated **all** account info (primary and joint if applicable) Date Changed _____ Initial/Teller# _____
- Looked up and included ZIPCODE + 4 (USPS website)
- Sent Address Confirmation Letter to old address AND new address Date Mailed/Initial: _____

If form completed and signed in person, please indicate that here . No letter needs to be mailed if in person.

Verification over the telephone in lieu of letters is not permitted. After completed route to Compliance Department.