



For your account's security, Big Island Federal Credit Union requires all address changes requested outside of a branch be submitted in writing with a notarized signature by an authorized signer on the account.

As a convenience, below you will find a "Change of Address Request" form. Please mail this completed and notarized form to the credit union if you wish to change the mailing address on your account.

Address Changes can also be completed Online via our Online Branch.

Feel free to contact our member service department with any questions at 935-9778. We would like to take this opportunity to thank you for your membership with Big Island Federal Credit Union.

| CHANGE OF ADDRESS FORM | | | |
|--|--|----------------------------------|---|
| MEMBER NAME | | ACCOUNT NO. | |
| | | SSN (CU USE ONLY) | |
| OLD INFORMATION – CREDIT UNION USE ONLY | | NEW INFORMATION | |
| <u>PRIMARY (MAILING) ADDRESS</u> | | <u>PRIMARY (MAILING) ADDRESS</u> | |
| PHYSICAL ADDRESS | | PHYSICAL ADDRESS | |
| <u>E-MAIL</u> | | <u>E-MAIL</u> | |
| <u>HOME PHONE</u> | | <u>HOME PHONE</u> | |
| <u>CELLULAR NO.</u> | | <u>CELLULAR NO.</u> | |
| ALTERNATE NO. | | ALTERNATE NO. | |
| EMPLOYER | OCCUPATION | EMPLOYER | OCCUPATION |
| WORK PHONE | | WORK PHONE | |
| PHONE PASSWORD | MMN | PHONE PASSWORD | MMN |
| MEMBER NOTARIZED SIGNATURE | | DATE | |
| CREDIT UNION USE ONLY | | | |
| CAN# | SIGNATURE VERIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO | | CORRESPONDENCE SENT? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | PORTICO: MESSAGE UPDATED? <input type="checkbox"/> YES <input type="checkbox"/> NO | | MAIL CODE UPDATED? <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> D |
| CHANGED BY | DATE | VERIFIED BY | DATE |
| MSR II ONLY | | | |
| OLB? YES <input type="checkbox"/> NO <input type="checkbox"/> | CHANGED BY | DATE | VERIFIED BY DATE |
| BILL PAY? YES <input type="checkbox"/> NO <input type="checkbox"/> | CHANGED BY | DATE | VERIFIED BY DATE |
| LOAN DEPARTMENT ONLY | | | |
| VISA? YES <input type="checkbox"/> NO <input type="checkbox"/> | CHANGED BY | DATE | VERIFIED BY DATE |

REVISED 2023/07

