



# CHANGE OF ADDRESS REQUEST FORM

Please complete one form in its entirety per member to update person address record.

Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### Old Address:

Street (Include your apartment, suite, lot number, or P.O. Box, if applicable.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

### New (Mailing) Address:

Street (Include your apartment, suite, or lot number, or P.O. Box, if applicable.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

**Please provide your physical (residence) address if the above is a PO Box or is different from your mailing address:**

Street (Include your apartment, suite, or lot number, if applicable.) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_  
Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this a temporary address change?  Yes  No

If yes, please indicate dates below.

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
*Month/Date/Year Month/Date/Year*

Currently use Bill Pay:  Yes  No

Currently have an IRA:  Yes  No

Reliant Investment Services:  Yes  No

Visa Credit Card:  Yes  No

Visa Debit Card:  Yes  No

### Member Signature: \_\_\_\_\_

*\*Please note that a joint account holder cannot update the address on behalf of the primary account holder, unless the primary account holder is a minor. Both the primary and joint account holders must complete change of address forms to update the addresses on their person records.*

### To mail this form along with a copy of your photo ID\* send to:

Reliant Community Credit Union  
PO Box 40  
Sodus, NY 14551

*\*To verify your identity and to ensure that you are the person submitting this address change request, please provide a copy of your driver's license or other government issued photo identification. If you are unable to provide photo ID, we may be able to use your signature card on file to validate the above signature.*

### RELIANT STAFF USE ONLY:

Identification verified and scanned:  Yes  No

Red Flag Address Change alert added to person panel

If applicable, remove Bad Address Alert from person panel and other related account notes. Do not change statement mail group.

Check person mail link. If an address is present, confirm with member that contents should remain the same.

Check LoansPQ for applications that are not booked. Changing the address on Keystone will not automatically change the address on a loan application. Consult a loan officer before changing the address on a loan application that isn't booked.

Create and submit opportunity. If a snowbird, include SNOWBIRD in opportunity description and explanation.