

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

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 Federal 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 scanned and current
- If the Person Panel has a Bad Address flag, run the Bad Address script to reinstate the old address and outgoing mail service.
- Click on the address in the Person Panel and update it to the new address.
- If this is a Special Account (i.e. ACF, ITF, Rep Payee, Business, etc.), click on the Person Record for the account and change the address here as well.
- Check Mail Person Address Link. If someone is listed, confirm that person should remain the same.
- Check Loans PQ 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.
- Check to see if the member uses Bill Pay. If yes, email the Member Service Center Manager and Assistant Manager.
- Check to see if the member has an IRA or HSA with us. If yes, change the address on Ascensus using the Change Notice form. Create the IRA/HSA Changes Opportunity.
- Submit (Submit & Store) the form. No Opportunity Needed.
- Place the Red Flag Address Change to the Person Panel. If Proof of Address was needed and obtained, note what was verified in the Explanation box.