



ALLEGANY FIRST FEDERAL CREDIT UNION

## Change of Address/Name Checklist

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To speed up the processing of your address/name change, please follow these steps:

### ADDRESS CHANGE:

1. Complete the member information and address change sections, sign, and date.
2. If this form is being returned by fax or mail, you must include **one** of the following documents to verify your new address:
  - a. Driver's License
  - b. Utility Bill
  - c. State Issued ID Card

### NAME CHANGE:

1. Complete the member information and name change sections, sign, and date.
2. You must include **one** of the following documents to verify your name change:
  - a. Driver's License
  - b. Marriage Certificate

**PLEASE NOTE:** *Allegany First FCU reserves the right to require additional information. Address/Name Change Forms that are submitted without the requested documentation will be returned to you unprocessed.*

# Change of Name/Address Authorization

Allegany First Federal Credit Union  
27 West Main Street · PO Box 300 · Fillmore, NY 14735

## Member Information

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

Member Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

## Previous Last Name

## New Last Name

## Previous Address

## New Address

Street Address (Required)

Street Address (Required)

PO Box

PO Box

City, State, ZIP

City, State, ZIP

Telephone No.

Telephone No.

## Authorization

I hereby acknowledge that the information I have provided is correct and that I am authorized to amend the information for the account(s) listed above.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

## Credit Union Use Only

**Name Change Received** :  In Person  Mail

Supporting Documentation (attach copy):  Marriage License  Driver's License  Other Legal Documentation

**Address Change Received**:  In Person  Mail (If by mail, attach supporting documentation)

Debit Card Account Updated:  Yes  N/A

Staff Member Making Update: \_\_\_\_\_

Check Printing Solutions Profile Updated:  Yes  N/A

Staff Member Making Update: \_\_\_\_\_

Date Update was Made in CSS: \_\_\_\_\_

Staff Member Making Update: \_\_\_\_\_