

# Address and/or Personal Data Change Request Form

Complete and return to:  
**Parkview Community Federal Credit Union**  
2100 Eden Park Blvd  
McKeesport, PA 15132  
Or: Fax to 412-678-9559  
Or Email to: amanns@pc-fcu.org

Member Account # (s): \_\_\_\_\_

Member Name: \_\_\_\_\_ Last 4-Digits of SS# \_\_\_\_\_

Joint Name: \_\_\_\_\_ Last 4-Digits of SS# \_\_\_\_\_

## Please check all that apply:

- ☐ ADDRESS CHANGE (If PO Box; physical street address also needed)  
☐ NAME CHANGE (Attach new signature card & new ID, marriage certificate or other supporting documentation)  
☐ PHONE NUMBER CHANGE  
☐ E-MAIL CHANGE: OLD \_\_\_\_\_ NEW: \_\_\_\_\_

## OLD INFORMATION:

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

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

Physical (if PO Box): \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

## NEW INFORMATION:

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

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

Physical (if PO Box): \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

By signing this request, I authorize Parkview Community Federal Credit Union to change my current name/address/phone numbers/email address on all accounts associated with PCFCU.

X \_\_\_\_\_  
Signature Date

X \_\_\_\_\_  
Joint Signature Date

Office Use Only – Rev: 07/14/2021 Request received by: ☐ Mail ☐ Phone ☐ Teller ID# \_\_\_\_\_ ID Verification Method \_\_\_\_\_  
☐ Email/Fax ☐ Visa Alert

	<u>Date Changed</u>	<u>Employee Initials</u>
<input type="checkbox"/> Member Data Tab>Address <u>and/or</u> Member Data Tab>Individual (name/phone#/email)	_____	_____
<input type="checkbox"/> Affiliations>Select Jt Owner Name>Address and/or Individual (name/phone#/email)	_____	_____
<input type="checkbox"/> Remove Bad Address codes (Change Mail Code to 0 & User Fields to 0) & Update BA Log	_____	_____
<input type="checkbox"/> Check Order: MICR # _____ MICR # 2 _____	_____	_____
<input type="checkbox"/> Loans: ID #(s) _____ Update loan folder for Name Changes	_____	_____
<input type="checkbox"/> Vehicle Loan ID# _____ Update address in ELT for title maintenance	_____	_____
<input type="checkbox"/> Home Equity Loan ID# _____ Loan Dept Notification	_____	_____
<input type="checkbox"/> Bill Pay: Change in Partnercare	_____	_____
<input type="checkbox"/> IRA: Complete IRA change notice and submit to Ascensus-Update IRA folder for Name Changes	_____	_____
<input type="checkbox"/> E-Marketing: Change in Constant Contact (Email and Name Change ONLY)	_____	_____
<input type="checkbox"/> Debit Card: Order new card in EFT (Name Change ONLY)	_____	_____
<input type="checkbox"/> Warning/Comment: Add Group #2 Message Id #4 with a 30 day exp. for address changes	_____	_____
<input type="checkbox"/> Changes Verified	_____	_____