

# 1ST SECURITY BANK

## Contact Information Change Request

P.O. Box 97000  
Lynnwood, WA 98046  
800.683.0973

### CHANGE Address, Phone Number, and/or Email on all accounts

<b>Customer or Organization Name:</b> _____
<b>Date Requested:</b> _____

Request made:  In Person  In Writing  DocuSign

NEW Primary Mailing Address:

Add  Remove Address Type: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Seasonal Dates – From: \_\_\_\_\_ To: \_\_\_\_\_  
\*Seasonal Dates will repeat every year unless requested to stop

Add  Remove Cell Phone: \_\_\_\_\_

Add  Remove Email Address Type: \_\_\_\_\_

Add  Remove Home Phone: \_\_\_\_\_

Add  Remove Work Phone: \_\_\_\_\_

**I authorize the above changes to my contact information.**

\_\_\_\_\_  
Printed Name

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

### FOR BANK USE ONLY

TIN# \_\_\_\_\_

In Person Request: Signature above and Valid ID# \_\_\_\_\_

In Writing Request (Mail/Fax): Signature Verified via Signature Card or Primary ID

DocuSign Request: Certification obtained

Removed Returned Mail Restriction, *if applicable*

Person Level

Organization Level

Removed "Hold All Mail" code on all applicable accounts, per Desk Procedures

Created Recent Address/Phone/Email Change Restriction(s), *as applicable*

Person Level

Organization Level

**Employee Completing Change:**

**2<sup>nd</sup> Employee Audit:**

Initials: \_\_\_\_\_ Branch: \_\_\_\_\_ Date Changed: \_\_\_\_\_

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