

CHANGE OF ADDRESS & OTHER INFO FORM

PART I			
Name(s)			
Account(s) - List accounts or write "All"			Effective Date
PART II Complete this section to change your home or business address.			
New Physical Address	City	State	Zip+4
New Mailing Address (if different than above)	City	State	Zip+4
*Silver Lake Bank is required to have a physical address on file if your mailing address is a PO Box			
PART III Phone number and email address			
Home Phone #	Cell Phone #	Work Phone #	
E-mail Address(s)		Please send my current eStatements to this e-mail address. (You will receive a test email from edelivery@silverlakebank.com to verify your ability to receive and open your future eStatements)	
PART IV Complete this section to change or add a seasonal or temporary address.			
Seasonal Address	City	State	Zip+4
Start Date	End Date	Yearly Roll	Phone #
Sign Here			Date

For Bank Use Only

A. Zip + 4

_____ look up address at www.zip4.usps.com/zip4 to insure accuracy and completeness

B. CFM File Maintenance: take option #2

_____ Type in new address, phone #'s, and email address.

_____ Special Information? Such as Hold Mail code that needs changed / deleted?

_____ Remove Hold Mail or Address Alert(s)? F10, place 9 in Opt field to delete.

C. Seasonal Address: take option #2

Go to correct name, take F5 Address, take F6 Add, seasonal code = SEA.

_____ Complete the seasonal address information

_____ Input effective dates for seasonal address

_____ Input Roll Dates for next season if applicable

D. Hold Mail Spreadsheet: PF \ DEPOSIT OPERATIONS \ BOOKKEEPING \ Mail - Hold Mail and Returned Mail

_____ Open the "Return Mail Activity Spreadsheet"; highlight and delete name; save

_____ Email JHK Tellers to send held mail to new address

E. VCC, Netteller, Wires, eStatements

_____ **Netteller** – notify Kayla if customer's *email address* has changed.

_____ **Transfund** - Address and phone numbers updated on ALL cards

_____ **Wire Transfer** – if phone number changes and customer has wire agreement add an electronic note on IBE on the wire transfer agreement so Accounting Dept has the information.

_____ **eStatements** – if the address for eStatements has changed, print the original application and send a copy of this form and the application to Jason.

_____ **IBE** – Scansheet made to scan this form to ALL applicable customer name(s).

Processed by _____ **Same Day Processed-Verified by** _____