



# LONG BEACH FIREMEN'S CREDIT UNION

2245 Argonne Avenue, Long Beach, CA 90815 Phone: 562-597-0351 FAX: 562-597-0453

## CHANGE OF ADDRESS

When completing an address change for a member, you will need to ask another senior staff member to call the member back, or the member's relative, to make sure the address change request is valid. If the member is on the phone, you can hand the call over to someone who knows his or her voice. Be sure to have this staff member initial the form (at the bottom) and how this identified the member before completing Portico address change and passing to the other departments.

*If member is in the office to change address, you may have him sign the bottom and have him or her show ID or Driver License.*

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

Other associated family members if same household (children, wife, spouse):

Primary Account Number to be changed: \_\_\_\_\_

Family Members Name: \_\_\_\_\_  
\_\_\_\_\_

Associated account number(s) (same household): \_\_\_\_\_  
\_\_\_\_\_

## NEW ADDRESS

\_\_\_\_\_ APT/UNIT # \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## NEW TELEPHONE NUMBERS

HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

In-Person(on-line)      Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## **OFFICE USE ONLY**

Computer      Teller Initial \_\_\_\_\_

Debit Card      Teller Initial \_\_\_\_\_

Visa Credit Card      Teller Initial \_\_\_\_\_

IRA      Teller Initial \_\_\_\_\_

Verification callback by another senior staff member(if applicable) \_\_\_\_\_ Initial