

Please Print, Complete & Mail To:  
6251 Crooked Creek Road, Norcross, Georgia 30092



## NOTICE OF CHANGE OF ADDRESS

Date \_\_\_\_\_

Primary Member's Name \_\_\_\_\_

Share Acct. No. \_\_\_\_\_ VISA Card No. \_\_\_\_\_

Member Making Change of Address \_\_\_\_\_

Signature of Member Making Change \_\_\_\_\_

Please change my address as shown below:

**MAILING ADDRESS** (Including P.O. Box, APO & FPO)

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Is this  Permanent or  Temporary? If Temporary: From / / TO / /

**If home address differs from mailing address, member must provide street address of residence below:**

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Telephone Number ( ) \_\_\_\_\_

Office Telephone Number ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell Phone Number ( ) \_\_\_\_\_

**NOTE:** If you have family members who have accounts with ACU, and their addresses have also changed, please complete a form for each account. Thank you.

### OFFICE USE ONLY

Route To:

Teller \_\_\_\_\_ Date \_\_\_\_\_

VISA Center \_\_\_\_\_ Date \_\_\_\_\_

Collections \_\_\_\_\_ Date \_\_\_\_\_

On Account Record (General Membership) change Statement Mail Code to "Use individual mail codes". In Warnings, change "Bad Address" to "None". Then click "OK" in grey bar. **Do not change statement mail code if it is set to "01 No Mail".**