

Request to Update Contact Information Checklist



Please use the Request to Update Contact Information Form to change your address, phone number(s), and/or email address.

To complete this process, please follow these steps:

1. Complete the Request to Update Contact Information Form in its entirety. Incomplete or unsigned applications will delay processing of your request.
2. Send the form to DCU for processing by **one** of the following ways:
 - a. Fax to **833.670.2311**
 - b. Email the form to **membershipmaintenance@dcu.org**
 - c. Mail your completed form to:

Digital Federal Credit Union
Deposit Services
220 Donald Lynch Boulevard
PO Box 9130
Marlborough, MA 01752-9130

What you can expect

Once you submit your request to update contact information, **please allow 2 weeks** for your request to be processed. You'll be able to view your account changes in Online Banking when completed. Visit **dcu.org** and login with your member number and Personal Identification Number (PIN).

Request to Update Contact Information



Primary Owner's Name _____ Member # _____

ADDRESS

Mailing: Check if international

Street Address _____ City _____ State _____

Zip _____ Country _____ Country Code _____

Residential (if different):

DCU is required by law to maintain a residential address on file for each member. If your residential address is different from your mailing address, please provide your residential address in the space below.

Mailing Address _____ City _____ State _____

Zip _____ Country _____ Country Code _____

PHONE

Please check the primary phone number

Home Phone _____

Cell Phone _____

Work Phone _____

EMAIL

Email Address _____

AGREEMENT

I agree that, except as indicated on this form, the information set forth in my initial membership application remains in full force and effect. I hereby agree to conform to the Digital Federal Credit Union's bylaws and the terms and conditions of DCU's Account Agreement for Consumers and DCU's Schedule of Fees and Service Charges which are incorporated here by this reference, I authorize you to gather and exchange whatever credit, checking account, and employment information you consider appropriate from time to time. I certify that the information provided on this form is true, correct, and complete.

Primary Owner's Signature _____ Date _____

INTERNAL USE ONLY

Rec'd: ___ / ___ / _____ Processed By: _____ Audited By # _____