Langley Federal Credit Union
Spirit of community. Warmth of family. Pride of membership.

Change Of Address Request

INSTRUCTIONS: Please provide all information on this form. You can type the information into your Acrobat Reader, or you can print it first and then fill it out by hand. Be sure to sign the form. When completed, bring the form to your nearest branch, or mail, or fax it to Langley Federal Credit Union. The address and fax number is at the bottom of this page.

Member #:_____ Guardian Account #:_____ Effective Date:_____

Name:_____ SSN/TIN #:_____

New Residential Address:_____

City:_____ State:_____ Zip Code: _____ - _____
If possible, please provide your Zip+4.

New Mailing Address:_____

City:_____ State:_____ Zip Code: _____ - _____
If possible, please provide your Zip+4.

Home Phone #:_____ Work #:_____ Ext #:_____

Email Address:_____

Former Mailing Address:_____

City:_____ State:_____ Zip Code: _____ - _____
If possible, please provide your Zip+4.

MEMBER/GUARDIAN SIGNATURE:_____

FOR OFFICE USE:

MAIL CODE CHECKED _____ WARNING FLAG REMOVED _____ IF ATM RESTRAINING ORDER IS REQUIRED, FM'D BY:_____
THEN FORWARD ORDER TO PLASTIC CARD DEPARTMENT

DATE: _____ TAKEN BY (Initials): _____ OP#BRANCH: _____

FM'D BY: _____ DATE: _____ CENTRAL RECORDS DEPT: _____

Form CHGADD (Rev. 08/2001)

Mail To:
LANGLEY FEDERAL CREDIT UNION
Att: Contact Center, Change of Address
P.O. Box 7463
Hampton, Virginia 23666-0463

Fax To:
LANGLEY FEDERAL CREDIT UNION
1-757-825-7557 or 1-757-825-7522