



# Business Account Change Form Checklist

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Please use this form to change the business address, add or remove authorized signatory(ies), or to change an individual's name.

To speed the processing of your application, please follow these steps:

1. Complete the Business Account Change Form in its entirety. Incomplete or unsigned application will delay processing of your request.
2. Be sure all signatures are complete including borrower, authorized user(s), and co-borrower (if applicable). Incomplete or unsigned applications will delay the process.
3. If adding an Authorized Signatory(ies) who is not currently a DCU Member, required identification must be provided.
4. Bring the form to your nearest DCU branch or fax it to 866.874.7820.

## What you can expect

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Once you've delivered the completed form...

- Your request will be processed immediately.

Once you've faxed the completed form...

- Your request will be processed within 24 hours.

