



# Change Name and/or Add Joint Owner to Existing Account Checklist

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Please use the Change Name and/or Add Joint Owner to Existing Account Form to:

- Make a name change on your accounts
- Add a Joint Owner to any or all of your DCU accounts

To complete this process, please follow these steps:

1. Fill out the Change Name and/or Add Joint Owner to Existing Account Form completely and sign. Incomplete or unsigned forms will delay processing your request.
2. If changing a name, two forms of verification must accompany this application.
3. If adding a Joint Owner who is not currently a DCU Member, required identification must be provided.
4. Fax your completed form to 866.874.7820 or mail to:

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

## What you can expect

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Once you mail your application...

- Allow 2 weeks for your request to be processed. You'll be able to view your account changes on PC Branch at that time. Visit [dcu.org](http://dcu.org) and login with your Member Number and secret PIN (Personal Identification Number).



BANKING – THE DCU WAY

220 Donald Lynch Blvd • PO Box 9130 • Marlborough, MA 01752-9130  
508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

# Change Name and/or Add Joint Owner to Existing Account

Prime Owner's Name \_\_\_\_\_ Member # \_\_\_\_\_ SSN \_\_\_\_\_

## Change Name

Two forms of verification must accompany this application- one of which must be an updated SSN or ITIN card

Changing Prime Owner 's Name     Changing Joint Owner's Name

Prior Name (please print) \_\_\_\_\_ Change To \_\_\_\_\_

If I have a current DCU VISA®, Check Card, or ATM Card, I understand that a new card(s) will be issued in my new name.

## Add Joint Owner to Existing Savings, Checking and Certificates

I understand that this is **in addition** to any joint owner I currently have listed on an account, if applicable. If my intention is to replace a joint owner, I must complete a "Change of Ownership Authorization Form." NOTE: I understand I cannot add a joint owner to a loan.

**IMPORTANT INFORMATION:** We are required, by federal law, to obtain, verify, and record information that identifies each person opening or having access to a DCU Account. We will ask for your legal name, residential address, Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), Phone Number, and Date of Birth. **REQUIRED IDENTIFICATION: No individual can be named on this account in any capacity without having provided the following current identification, one of which must include a picture and one of which must reflect the individual's current residential address as given.** If one of these forms of identification includes both you need only submit that one: • US Driver's License • US Social Security Card • Passport • US Military ID • US Work Visa • Other Government Issued picture ID (2nd ID always required). DCU reserves the right to request additional identification.

If the joint owner being added is already a DCU member s/he is not required to provide the **REQUIRED IDENTIFICATION** but must provide Name, DCU Member # and SSN below.

Joint Owner (1)			
Legal Name:		DCU Member # (if applicable)	
SSN:	DOB:	Phone:	
Residential Address (Street)			APT
City		State	ZIP
If at current address less than 2 Yrs, previous address:			

Add Joint Owner (1) to:	
Savings	#
Checking	#
Debit Card <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ltd	#
Money Market	#
Member Described	#
Certificate	#
Holiday Club	#

Joint Owner (2)			
Legal Name:		DCU Member # (if applicable)	
SSN:	DOB:	Phone:	
Residential Address (Street)			APT
City		State	ZIP
If at current address less than 2 Yrs, previous address:			

Add Joint Owner (2) to:	
Savings	#
Checking	#
Debit Card <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ltd	#
Money Market	#
Member Described	#
Certificate	#
Holiday Club	#

## Signatory Authorization and Agreement

By signing below I, meaning each and all who sign this form, request the changes listed above and agree that, except as indicated on this form, the information, terms, and conditions set forth in my initial Membership Application as well as the *Truth-in-Savings Disclosure and Account Agreements*, and the *Electronic Services Disclosure and Agreements*, which I previously received remain in full force and effect. Further I authorize you to gather and exchange whatever credit, checking account, and employment information you consider appropriate from time to time.

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Prime Owner's Signature Date                      Joint Owner's (1) Signature Date                      Joint Owner's (2) Signature Date

### Internal Use Only

JO #1 ID Type \_\_\_\_\_ # \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_/\_\_\_\_ Add'l Doc Rec'd \_\_\_\_\_  
JO #2 ID Type \_\_\_\_\_ # \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_/\_\_\_\_ Add'l Doc Rec'd \_\_\_\_\_  
Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Processed by (#) \_\_\_\_\_ X-Ref (#) \_\_\_\_\_ Audited by (#) \_\_\_\_\_

