

Change of Ownership Joint Ownership Request Checklist



Joint owners who voluntarily wish to be removed from an account should complete this form.

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

1. Complete the Change of Ownership Authorization in its entirety and sign it.
Incomplete or unsigned forms will delay the 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
Membership Maintenance
PO Box 9130
Marlborough, MA 01752-9130

What you can expect

- If received by mail: Allow 2 weeks for your request to be processed
- If received by email or fax: Once your request is received it will be processed within 48 business hours

Change of Ownership Joint Owner Request



Outstanding debit card purchases initiated by yourself as Joint Owner up to this date must be honored and will be processed through the checking account.

Membership Number I wish to be removed from: _____

Please remove me, _____ as Joint Owner from the DCU Account(s) identified below.

Savings _____

Checking _____

Certificate _____

Other _____

NOTE: Changes in deposit account ownership do not impact any loan on which you may be listed as Borrower or Co-Borrower. I voluntarily request that my name listed on this form be removed as joint owner of the DCU account(s) listed. I understand that all rights as joint owner(s) of the account(s) are relinquished and that I can no longer obtain information or make transactions on any of these accounts.

Effective today, I renounce all rights and future obligations other than debit card purchases previously authorized by me, to the above account(s). I understand that it is my responsibility to cancel all pre-authorized deposits to and withdrawals from this account(s) as applicable by notifying the appropriate parties. I have returned or destroyed any checks, ATM Cards, and/or debit cards that were issued in my name on this membership, and I agree I will not transact any business under the terms of the previous account(s) nor will I attempt to make use of the account(s) in any way.

Signature: _____

Date: _____