

# Name Change Checklist

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**Please use the Name Change Form to Change the Legal Name of the Primary Owner of the Membership or a (Non-Member) Joint Owner.**

To complete this process, please follow these steps:

1. Fill out the 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 (other acceptable forms of verification are listed within the form).
3. Fax your completed form to **833.670.2311**, email to [membershipmaintenance@dcu.org](mailto:membershipmaintenance@dcu.org), or mail to:

**Digital Federal Credit Union**  
Membership Maintenance  
853 Donald Lynch Boulevard  
PO Box 9130  
Marlborough, MA 01752-9130

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## 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

Log into Online Banking to view changes



DCU Member #: \_\_\_\_\_

☐ Change in Primary Owner Name SSN or TIN: \_\_\_\_\_☐ Change in Joint Owner Name SSN or TIN: \_\_\_\_\_

**Two** forms of proof must accompany this request. **One of which must be an updated SSN or ITIN card.** The other may be any of the following:

- Marriage License — provided both names appear
- Divorce Decree/Dissolution of Marriage
- Adoption Decree
- Court Order
- US Driver's License
- Passport
- US Military ID
- Government Issued Photo ID
- US Work Visa

My name has been legally changed from (please print):

First	M	Last
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My name has been legally changed to (please print):

First	M	Last
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**NOTE:** 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.

## 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 by reference whether applicable to products and services I am currently requesting or request in the future. By signing this form, 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.

**NOTE:** Only the person whose name will be changed should sign this form.

Prime Owner's Signature	Date	Joint Owner's Signature	Date
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INTERNAL USE ONLY

Primary Type of Documentation Rec'd: \_\_\_\_\_

(Non-member) Joint Owner Type of Documentation Rec'd: \_\_\_\_\_

Rec'd: \_\_\_ / \_\_\_ / \_\_\_    Processed By: \_\_\_\_\_    Audited By # \_\_\_\_\_