

# Servicemembers Civil Relief Act – Benefit Request Checklist



Please use this form to request benefits under the Servicemembers Civil Relief Act from Digital Federal Credit Union, a division of First Technology Federal Credit Union. **To complete this process, please follow these steps:**

1. Fill out the Servicemembers Civil Relief Act – Benefit Request form in its entirety.
2. **If you are a Servicemember in the National Guard or are a Reservist, please include a copy of your Active Duty Orders with this form.**
3. Send the form to DCU for processing by **one** of the following ways:
  - a. Fax to **508.463.1344**
  - b. Mail your completed form to:

**Digital Federal Credit Union**  
Attn: Loan Services  
853 Donald Lynch Boulevard  
PO Box 9130  
Marlborough, MA 01752-9130

## What you can expect

Once we receive your request form and/or Active Duty Orders:

1. The Loan Servicing Team will review your request within 2-3 business days of receipt. Any additional documents needed will be requested within 2-3 business days of the review.
2. Once the request is complete, you will receive a confirmation email from a member of the Loan Servicing Team.

# Servicemembers Civil Relief Act – Benefit Request



Member Number: \_\_\_\_\_ Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Member Email: \_\_\_\_\_

Member Phone Number: \_\_\_\_\_

Branch of Military: \_\_\_\_\_

**NOTE:** If you are a Reservist or in the National Guard, please provide a copy of your active duty orders along with this form.

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## Servicemember Information (Only fill out if the primary member is not the servicemember)

Relationship to Servicemember: \_\_\_\_\_

Servicemember Name: \_\_\_\_\_

Servicemember SSN/TIN: \_\_\_\_\_

Servicemember Date of Birth: \_\_\_\_\_

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## Servicemembers Civil Relief Act Required Information

Active Duty Start Date: \_\_\_\_\_

Active Duty End Date: \_\_\_\_\_