

# BUSINESS CHANGE OF ADDRESS

\*Date: \_\_\_\_\_ \*Branch #: \_\_\_\_\_ \*NuPoint User ID: \_\_\_\_\_

For BUSINESS accounts ONLY, one form per Business entity. The signature of an authorized business signer is required. Review the business resolution of file in CenterDoc to confirm the individual requesting the address change for the business is authorized to do so. If multiple signatures are required on the account, two signatures are required to change the business address.

\*Business Name: \_\_\_\_\_ \*Complete EIN: \_\_\_\_\_

Update Business Email Address: \_\_\_\_\_ New Email Address: \_\_\_\_\_

Update Business Phone Number: \_\_\_\_\_ New Phone Number: \_\_\_\_\_

\*Business Authorized Signer Name: \_\_\_\_\_

Business Authorized Signer Name: \_\_\_\_\_

## COMPLETE FOR PHYSICAL ADDRESS CHANGE

### NEW PHYSICAL (CIF) Address Information (NO P.O. BOXES)

\*Street Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

## COMPLETE FOR MAILING ADDRESS CHANGE

**NEW MAILING (Account) Address** – (i.e. PO BOXES) Only if the address for receiving statements is different than the physical address provided above.

Statement Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## COMPLETE ONLY THIS SECTION FOR TEMPORARY ADDRESS CHANGE

**TEMPORARY Address** – will reoccur every year for the specified dates provided unless/until a temporary address expiration date is provided. **NOTE: All end of year tax reporting will be sent to the MAILING ADDRESS on your account(s), regardless of temporary address on file.**

\*Street Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

Annual Address Effective Dates: \*Start Date MM/DD: \_\_\_\_\_ \*End Date MM/DD: \_\_\_\_\_

**TEMPORARY Address Expiration Date (MM/DD/YYYY):** \_\_\_\_\_

The change(s) above will be made to ALL Checking, Savings, Time Deposits (CD), Safe Deposit Box, and Loans that your business name appears on. ALL accounts will be changed to the new address provided UNLESS otherwise individually listed below. The change(s) above also apply to all Centier ATM/Debit cards in the business name.

**DO NOT Change the address on the following accounts:**

These changes do not apply to the following Centier products and services: Cetera, SEI, TIB (Centier Credit Card). Please notify these parties separately of your address change.

\*Authorized Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_