

UPDATE DETAILS – CHANGE OF NAME

This form is to update or amend your Credit Union account details.

ACCOUNT NAME – when applicable eg. for *business* or *trading as* accounts

MEMBER NUMBER

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Previous Name – name currently listed on your account

TITLE Mr Mrs Ms Miss Other

DATE OF BIRTH

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SURNAME

GIVEN NAME(S)

New Name

TITLE Mr Mrs Ms Miss Other

SURNAME

GIVEN NAME(S)

Contact Details

Residential Address

STATE

POSTCODE

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Postal Address – if different from residential address

STATE

POSTCODE

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HOME PHONE

MOBILE PHONE

WORK PHONE

EMAIL ADDRESS

Reason for the change – (and applicable documents to accompany this form)

- Use a new name (original certified copy* of *Change of Name Certificate* must be attached)
- Use a new name adopted by marriage (original certified copy* of *Marriage Certificate*[^] must be attached)
- Use a former name (original certified copy* of *Birth Certificate* and one of the following must be attached:
Marriage Certificate[^] OR *Change of Name Certificate* OR *Divorce Certificate/Decree Nisi*)

* If you are presenting an **original** document directly to a staff member, then the document/s does not need to be certified.

When presenting identification directly to a staff member, the owner of the identification must be present. If you are bringing identification documents on behalf of another person the identification must be certified by an acceptable certifier.

Please Note: If you are mailing or emailing a **copy** of your acceptable identification document/s, the document/s must be certified.

[^] Marriage Certificate must be issued by the relevant registry for marriages, e.g. Registry of Births, Deaths and Marriages.

Please Note: Marriage Certificate cannot be a ceremonial certificate.

Access Facilities – facilities you currently have that need to be changed to your new name

- Visa Debit Card Cheque Book Deposit Book

Any item ticked above will be ordered in your new name. You can continue to use your old card until you receive the replacement.

You can continue to use your old cheque book by signing your previous name until you receive the replacement.

Important Check your account for direct debits, as you will need to contact the relevant providers to update your account details.

PREVIOUS SIGNATURE – signature currently on your account

NEW SIGNATURE

DATED