



CHANGE OF ADDRESS FORM

IOWA STATE SAVINGS BANK

Customer Name, Tax ID #, New Address, Old Address, Debit Card, Physical Address, Effective date, Home Phone, Business Phone, Cell Phone, E-Mail Address

All accounts of which I am an owner should be changed. (Other household members may need to sign a separate Address Change Form)

Only specific accounts should be changed, please indicate below:

Table with columns for Account # and Account type, containing six rows for account information.

Please review the above information for accuracy and make corrections as needed. Upon completion, please sign and date below and return to Iowa State Savings Bank.

X \_\_\_\_\_ Date \_\_\_\_\_

Internal Use Only section with fields for Received by, Port #, Primary Account, and Customer Identity verified by.

- 1. Verify identity of customer and sign and date form
2. Review port with customer to clearly identify if any accounts should not be changed
3. Give form to a CSR for file maintenance

CSR Use Only section with fields for Changed by, Date, Shazam changed by, Credit Card changed by, and ECOS changed by.

- 1. Update address in Navigator and Shazam
2. If address is P.O. Box add physical address to system
3. Image to Primary account in Director
4. Keep form for file maintenance review
5. Upon completion, file accordingly