

Please attach completed form to your Answerbook incident.

Direct questions to Client Services at 616-285-5711 or 800-327-3478

CU*Answers requires **minimum 30 days advanced notice** to complete system and network configuration

BRANCH INFORMATION:

Credit Union : _____ CU#: _____ CUID: _____

Staff Contact Name : _____

Branch Number: : _____ Effective Date of Address Change: _____

Branch Name (if different from current): _____

New Address..... : _____

New Shipping Address..... : _____ County _____

Branch Phone # : _____

After Hours Phone # : _____

Branch Fax # : _____

Notes : _____

FOR INTERNAL USE ONLY:

Checklist:

- Send email with form attached to Accounting, Network Services, Contact Updates group Date _____
- Tool 176 Branch Office Description: Add branch number and description Date _____
- Tool 202 Chart of Accounts: Update address for corp/location Date _____
- Update branch info in Customer Profile on the iSeries production box Date _____
- Update branch info in Customer Profile on the iSeries production box Date _____
- Update address in Tool 497 Member Connect Marketing Tools Enter any file name stored in QUERYxx Date _____

Call Taken By..... : _____

Tasks Completed By..... : _____