



NAME or ADDRESS CHANGE - Instructions

River Valley Credit Union accepts Name & Address changes by mail or in-person at any of our six (6) Branch locations.

Complete the attached form and include the following:

- **Printed NAME/ADDRESS CHANGE Form (Signed & Notarized)**
- **Copy of Valid Photo ID – Make sure your signature is legible**
 - Driver's License or State issued ID
 - Passport
 - U.S. Military ID
 - Permanent Resident Card
 - Alien Identification Card
 - Copy of the document that legally changed your name
 - Sign the form & have it Notarized

Once this process is completed the following items will be reissued upon your request:

- **Debit Card**
- **Credit Card**
- **Checks**

Mail your NAME/ADDRESS CHANGE Form to:

River Valley Credit Union
505 Earl Boulevard
Miamisburg, OH 45342
937-859-6260

Form attached (below)



Change of Information Form

Member # _____

Date: _____

Primary Name _____

Joint Name _____

Social Security # _____

Social Security # _____

Date of Birth ____/____/____

Date of Birth ____/____/____

Mother's Maiden Name _____

Mother's Maiden Name _____

ONLY Update New Information (below)

New Name _____

New Name _____

Primary Address (A PRIMARY STREET ADDRESS IS REQUIRED & MUST BE KEPT ON FILE)

Primary Address (A PRIMARY STREET ADDRESS IS REQUIRED & MUST BE KEPT ON FILE)

Alternate/Seasonal Address Start Date _____ End Date _____

Alternate/Seasonal Address Start Date _____ End Date _____

Home Phone _____

Home Phone _____

Cell Phone _____

Cell Phone _____

Business Phone _____

Business Phone _____

Personal Email _____

Personal Email _____

Business Email _____

Business Email _____

Name of All Dependents and Last 4 of their SS#:

Name of All Dependents and Last 4 of their SS#:

X _____

X _____

Primary Signature

Joint Signature

FOR OFFICE USE ONLY

Maintenance completed in system by: PLEASE PRINT River Valley Employee

Member Identification verified by: PLEASE PRINT River Valley Employee

ID Verification Method:

Government Issued ID Signature Card on file Member known to employee Other: _____

Operations _____ Date _____ Credit Cards _____ Date _____ ATM/Debit _____ Date _____ IRA _____ Date _____