



1521 Lake Pointe Parkway
Sugar Land, TX 77478
Phone: (281) 566-8000
Fax: (281) 566-8001

REQUEST FOR DOCUMENTS

DATE: _____

Kindly provide me with the following documents related to my account.

Check all that apply:

- Member Balance Verification Letter
- Member Verification Letter/Sponsor Letter
- Instant Account Activity Statement
- Account Statement for _____ to _____
- Document Copy
- Account research

I understand that I will be charged a fee for the request as per the rate & fee schedule. I hereby authorize you to debit my account with the necessary charges for this request.

Member's Name: _____

Account Number: _____

Signature: _____