



ADDRESS UPDATE & INACTIVE HIGHER ONE REPLACEMENT CARD FORM

Last Name	First Name	Middle Initial	Social Security or Student ID Number

NEW MAILING ADDRESS

Street Number and Name	Apt/Unit Number	
City	State	ZIP Code
Phone Number		

I authorize the Financial Aid Office or Business Office to update my MAILING ADDRESS maintained in the Los Angeles Community College District student information system. I authorize the Financial Aid Office to update the address information provided on my federal aid form (FAFSA). I understand that if I want to change my LEGAL ADDRESS I must contact the Admissions & Records Office.

Student's Signature	Date

STUDENT AUTHORIZATION (READ BEFORE SIGNING)

You MUST read and sign this section and return this form to the Financial Aid Office or Business Office. A replacement card from Higher One (i.e., myLACCDcard) cannot be sent to you until this form has been received and reviewed.

I authorize the Los Angeles Community College District to order a replacement card for my inactive myLACCDcard. I understand that if my card was previously activated, the District will not process this request. In this case it is my responsibility to contact Higher One directly. I can contact Higher One at (877)524-3985 or go online to mylaccdcard.com.

- Replacement for an inactive myLACCDcard

I have read and understand the information above and understand that if I cancel or modify this authorization at any time, it may affect my receipt of a new card in a timely manner.

Student's Signature	Date

For Office Use

STUDENT

- Confirm address (DEC, H1S, EDE)
- Update address (Addr Corr form)
 - DEC
 - H1S
 - EDE

USPS [usps.com]

- Confirm address
- Check formatting

H1S

- Confirm address
- Request replacement

STAFF

- Initials: _____
- Date: _____
- DEC (H1) (S074/A074)