

**ATM NEW ACCOUNT / CLOSED ACCOUNT  
FILE CHANGE REQUEST**

**Please specify:      Check Card / ATM Card**

CUSTOMER NAME: \_\_\_\_\_ CIF NUMBER: \_\_\_\_\_

CUSTOMER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

CUSTOMER HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

BANK EMPLOYEE SIGNATURE: \_\_\_\_\_

**BRANCH LOCATION:** \_\_\_\_\_

SAVINGS ACCOUNT NUMBER: \_\_\_\_\_ DDA ACCOUNT NUMBER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |   |                                     |
|---|-------------------------------------|
| _____ NEW ACCOUNT / NEW CARD (also complete OD opt-in form) | _____ ALLOW NON-USA TRANSACTIONS*** |
| _____ ADD CARDHOLDER(S)                                     | _____ ADD ACCOUNT NUMBER(S)         |
| _____ REPLACE DAMAGED CARD *                                | _____ LOST CARD**                   |
| _____ NEVER REC'D RE-ISSUE OR EXPIRED CARD**                | _____ STOLEN CARD **                |
| _____ POSSIBLY COMPROMISED**                                | _____ CLOSE ACCOUNT**               |
| _____ \$5.00 REPLACEMENT CARD FEE                           | _____ \$5.00 PIN NUMBER REPLACEMENT |
| _____ INSTANT ISSUE (ISSUED BY): _____                      |                                     |

\*Current cards must be surrendered before replacement cards are picked up.  
\*\*Lost/Stolen/Compromised and Closed Accounts must be reported immediately to Debit Card Manager.  
\*\*\*Expiration Date for Non-USA Transactions \_\_\_\_\_ (MM/DD/YYYY)

Comments Explaining Request: \_\_\_\_\_  
\_\_\_\_\_

**CHECK CARD DEPARTMENT ONLY:**

\_\_\_\_\_ UPDATE ESTABLISHED ACCOUNTS      \_\_\_\_\_ CHARGED FEES      \_\_\_\_\_ FACT ACT WARNING VERIFIED

CHECK CARD EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

After Completing: Mannford, Cleveland, Yale- Scan into Image Centre under CHECK CARD APPLICATION-MANNFORD  
Other Locations- Scan into Image Centre under CHECK CARD APPLICATION-CONSUMER