



**NE PA COMMUNITY  
FEDERAL CREDIT UNION**  
*Monroe and Pike Counties'  
Community Credit Union*  
**ADDRESS CHANGE REQUEST**

**Member's Name:** \_\_\_\_\_

**Account Number(s):** \_\_\_\_\_

**Mailing Address:**

**Address Line:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Physical Address: (Required if Mailing Address is not Actual Physical Address)**

**Address Line:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Telephone #:**(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work Telephone #:**(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Cell Phone #** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **State ID#:** \_\_\_\_\_

**Issue date** \_\_\_\_\_ **Exp date** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail, fax or deliver this form to:**  
**NE PA Community Federal Credit Union, 337Clay Avenue, Stroudsburg, PA 18360**  
**Fax Number (570) 421-5288**

For Credit Union Use Only:

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**STAFF MEMBER RECEIVING AND COMPLETING REQUEST:**

- Complete address change in the Account Revisions/Closure screen
- Adjust Warnings Code at Account Level
  - Add Warning Code – 008 New Address Updated Expiration Date: 3 Months From Present Date
  - Remove Warning Code – 019 Need New Address (if applicable)
- Update Statement Mail Code (if applicable) at the Account Level.  
Should be 00 (Use Individual Mail Codes) if we have a valid address.

Initials of staff member receiving request and completing change in Episys: \_\_\_\_\_

**FORWARD THIS FORM TO THE STAFF MEMBER LISTED BELOW:**

- \_\_\_ IRA's – Forward to Member Services (if applicable)
- \_\_\_ Mtg Department