



**REQUEST TO CHANGE INFORMATION**

**Customer Name:**

**Account Number:**

**ADDRESS CHANGE**

CHANGE ADDRESS FROM (must match address shown on current records):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CHANGE ADDRESS TO:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PHONE NUMBER CHANGE**

Borrower #1 Name: \_\_\_\_\_

**FROM:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**TO:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Borrower #2 Name: \_\_\_\_\_

**FROM:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**TO:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**OTHER INFORMATION**

Type of Information to be Updated:

FROM:

TO:

**CUSTOMER SIGNATURES (for requests received In Person and Account Maintenance Forms sent By Mail)**

Borrower #1:

Borrower #2:

**OFFICE USE ONLY**

Request Received and Borrower Verified By (DTLS Representative):

Account Maintenance Completed on the System By (DTLS Representative):

Method Received (check one):  **Request Received In Person**  **Request Received By Phone**  
 **Account Maintenance Request Form Received By Mail**  **Signed Customer Request Received By Mail**