APCI FEDERAL CREDIT UNION

PO Box 20147, Lehigh Valley, PA 18002-0147
Phone: (800) 821-5104 Fax: (610) 706-7100

Temporary Address Change

Please use this form whenever you have a temporary address or telephone number change. To activate your change(s), please complete and sign this form and return to the address above. We appreciate your help in updating our records.

_____ XXX-XX-_____

Name **Account No.*** **Social Security No.**

Select One: ☐ Primary Member Only ☐ Joint Owner Only ☐ All Account Owners

_____

*** Please list all other account numbers to be updated**

_____

Temporary Mailing Address: (Street or PO Box, City, State, Zip)

_____

Temporary Physical Address - Required for PO Box ONLY: (Street, City, State, Zip)

_____ **Select One:** ☐ **Cell** ☐ **Home** ☐ **Work**

Temporary Phone Number

_____

Permanent Mailing Address: (Street, City, State, Zip)

_____

Permanent Physical Address - Required for PO Box ONLY: (Street, City, State, Zip)

_____ **Select One:** ☐ **Cell** ☐ **Home** ☐ **Work**

Primary Phone Number (A cell phone number is suggested for the Primary Phone Number so that you can be contacted regarding your account while traveling or away from home.)

_____ **Select One:** ☐ **Cell** ☐ **Home** ☐ **Work**

Secondary Phone Number

_____

Email Address: (non-Air Products preferred)

_____

Date expected to return to permanent address: (please remember to call the Credit Union when you return home so that we can process the change back to your permanent residence)

Please let us know if this is an annual occurrence. Air Products Employees: Please remember that the Air Products address should not be used as your Credit Union mailing address. Also, address changes must be entered into the Employee Self Service section of APPortal. (The Air Products system is entirely separate from the Credit Union.) Incomplete forms will be returned.

_____

Signature **Date**

CREDIT UNION USE ONLY

☐ **Verified signature**	**Date docs mailed:** _____
☐ **Photo ID**	**Date system changed:** _____
☐ **Confirmed change via phone/email**	**Teller initials:** _____