DEAN BANK

PERSONAL
CHANGE OF ADDRESS REQUEST FORM

Please use a separate form for each person in your household to request address changes. This form may also be used to change the address on a specific account without changing the address on all of your accounts. Bank policy requires that the change of address requests cannot be completed without proper customer authorization. **Therefore, all adults requesting a change of address must sign the form. A parent or guardian must sign for a child.**

Please check one:

☐ **Individual** (This selection will change the address on all accounts which the person is a tax owner)

☐ **Specific(s) Account** _____, _____, _____ (only the account indicated will be changed)

Please Type or Print

Personal Information	Old Address Information	New Address Information
Name	Street (Required) Suite #	Street (Required) Suite #
Social Security #	P.O. Box (Optional)	P.O. Box (Optional)
	City, State, Zip (Required)	City, State, Zip (Required)
	Telephone	Telephone
	e-mail address	e-mail address

Do you have a Debit MasterCard or an ATM card? **Yes** **No**

Do you rent a Safe Deposit Box at Dean Bank? **Yes** **No**

Any changes requested on this form may take up to 2 business days to process.

A returned mail fee of $5.00 will be assessed if mail has been returned to the bank prior to the receipt and execution of this request, or if the above information be deemed inaccurate or incomplete by the United States Postal Service.

By signing below I verify the accuracy of the above information.

Signature_____ Date_____

BANK USE ONLY						
				Processing:	Initials	Date
				Change Processed		
Received by		Date		Lockout Removed		
		Initials	Date	Account Mail Restriction Removed		
Cust ID#				Fee Assessed		
MMC/ATM				Held Mail forwarded to new address		
SDB#				Reviewed By: Date:		
ECB						

21 Main Street, P.O. Box 307, Franklin, MA 02038 508-528-0088
411 Pulaski Boulevard, Bellingham, MA 02019 508-883-2000
8 Main Street, Blackstone, MA 01504 508-883-2122
32 Hastings Street (Route 16), Mendon, MA 01757 508-634-0040

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