



Name Change Checklist

Please use the Name Change Form to Change the Legal Name of the Primary Owner or Joint Owner.

Follow these steps to speed up the processing of your Name Change Request at Sound Federal Credit Union.

1. Fill out the Account Form completely and sign.
Incomplete or unsigned forms will delay processing your request.
2. If changing a name, **2** forms of verification must accompany this application (other acceptable forms of verification are listed within the form).
3. Email to Info@MySoundCU.Org, or mail to:

Sound Federal Credit Union 37
North Ave
Norwalk, CT 06851

What you can expect

- If received by mail: Allow 2 weeks for your request to be processed.
- If received by email: Once your request is received it will be processed within 2 business days.



Name Change Form

Use this form to notify Sound Federal Credit Union that your name has legally changed.

2 forms of proof must accompany this request.

- Marriage License — provided both names appear
- Divorce Decree/Dissolution of Marriage
- Adoption Decree
- Court Order
- Current U.S. Driver's License
- U.S. Gov't department or agency- issued ID, incl. Military
- Current U.S. Government Issued Photo ID or Passport
- Visa

My name has been legally changed from (please print):

First M Last

My name has been legally changed to (please print):

First M Last

NOTE: If I have a current VISA® Credit Card or Mastercard® Debit Card, I understand that a new card(s) will be issued in my new name.

AGREEMENT

I agree that, except as indicated on this form, the information set forth in my initial membership application remains in full force and effect. I hereby agree to conform to the Sound Federal Credit Union's bylaws and the terms and conditions of SFCU's Account Agreement and SFCU's Fee Schedule which are incorporated by reference whether applicable to products and services I am currently requesting or request in the future. I certify that the information provided on this form is true, correct, and complete.

NOTE: Only the person whose name will be changed should sign this form.

Owner's Signature

Date

INTERNAL USE ONLY

Date Rec'd: ____ / ____ / ____ **Processed By:** _____