

 Federal law (Section 326 of the US PATRIOT ACT) requires all financial institutions to: obtain, verify, and record information that identifies each individual.

INSTRUCTIONS

- For new accounts and changes to existing accounts, additional forms will be required.
- A photocopy of your **unexpired** identification must accompany requests submitted by mail or dropped off.

If you are a US Citizen or Permanent Resident Alien of the United States, please provide a legible photocopy of one of the following:



U.S. Drivers License



State Identification Card



U.S. Passport

* If the address provided does not match your identification, additional verification of your physical address is required.

Please contact Suncoast Credit Union for questions regarding requirements at (813) 621-7511 or 1-800-999-5887.



Please return your request along with required documentation to:

Suncoast Credit Union
Attn: Deposit Operations
P.O. Box 11904
Tampa, FL 33680-1904

If you are NOT a US Citizen or Permanent Resident Alien of the United States, please contact our Member Care Center at (813) 621-7511 or 1-800-999-5887 to obtain identification requirements.



Thank you for your recent request to change your name and/or ownership on your accounts. In order to complete your request, we are enclosing the form(s) described below. Please note that each form must be completed in its entirety in order for us to be able to process your request.

Name change *(The request must be made by the account owner whose name is being changed)*

- Enter the account number of the account you are requesting to change.
- A separate form is required for each membership account
- Requests must be accompanied by appropriate legal documentation (Marriage License or Divorce Decree with order to restore former name) denoting name change and a photocopy of your unexpired driver's license or state identification card reflecting present name.

Adding joint owner(s) *(The request must be made by the primary member)*

Joint application

1. Enter the account number and suffix in the top right corner of the form.
2. A joint application must be completed for each joint owner.

Signature card

1. Enter the account number and suffix in the top right corner (only one account per signature card).
2. Check the type of account. Print name, birthdate, and social security number for each owner and joint owner.
3. The primary member and all joint owners must sign.
 - A minor may not be added as a joint owner.
 - **Requests submitted by mail or dropped off must be accompanied by a photocopy of an unexpired drivers' license.**

Release of joint owner(s) *(The request must be made by the joint owner being removed)*

Joint ownership release form

1. Enter the member number and all applicable suffix number(s) from which the joint owner is being removed.
2. Print the primary member's name on the line provided.
3. The signature of the joint owner being released is required on the signature line and the joint owner's name should also be printed below the signature line.

Adding beneficiary *(The request must be made by the primary member)*

Signature card

1. Enter the account number and suffix in the top right corner (only one account per signature card).
2. Check the type of account. Print name, birthdate and social security number for each owner and joint owner.
3. Print beneficiary name, date of birth, social security and relationship of each beneficiary(ies) you wish to designate.
4. The primary member and all joint owners must sign.
 - The signature of all joint owners is required.
 - Joint owners may not be listed as beneficiaries.
 - Designating a new beneficiary will supersede all previous designations

Release of beneficiary *(The request must be made by the primary member)*

Release Agreement for Payable-On-Death Account Form

1. Enter the member number and list all applicable account suffix number(s).
2. Print the primary member's name on the line provided.
 - The primary member must sign the release agreement for payable upon death form to release prior beneficiaries.
 - A release agreement is required only if new beneficiaries are not designated.
 - The signature must be witnessed by someone other than the current account owner.



Suncoast
Credit Union

JOINT OWNERSHIP RELEASE

| |
|------------|
| MEMBER NO. |
| |
| |
| Member SSN |

I HEREBY authorize and instruct the removal of my name as joint owner from account number(s)

Suffix _____ Suffix _____ Suffix _____ Suffix _____ Suffix _____

in the primary member name of _____ at Suncoast Credit Union, Tampa, Florida, and further relinquish all ownership rights and privileges associated with said account. I further affirm that this action is being taken of my own free will and agree to hold the Suncoast Credit Union harmless of any action that may be taken by me or my heirs and free from any litigation or responsibility associated with honoring this release of all ownership rights in the above-described account. This release of ownership shall not release or discharge me from any liability that I may currently have related to these accounts.

Dated: _____

Signature

Credit Union Use Only:

Processor

Service Center

Printed Name