

# REQUEST TO UPDATE YOUR CONTACT INFORMATION

Dear Valued Member:

We are preparing for a conversion of our data processing system on February 1, 2024. As a result, the credit union will be issuing new debit and credit cards in January. To ensure receipt of your new card, we will need to have your correct mailing address on file. An updated phone number is also required so your card can be activated upon arrival.

If you have not updated the contact information we have on file for you, please do so via one of the following methods:

►Fax the completed form below to your local branch.

- Virginia Center Branch fax: (804) 261-4181
- Staples Mill Branch fax: (804) 515-5840
- Woodlake Branch fax: (804) 608-8222
- Federal Building Branch fax: (804) 649-2962

►Fill out the form below and mail to:

Partners Financial FCU  
P.O. Box 2980 Henrico, VA 23228

►Fill out the form below and drop it off at any branch location.

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*Please provide us with the information below.*

Account Number: \_\_\_\_\_ Name (please print): \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_