

Instructions

1. Complete all fields as they are **REQUIRED** unless noted as (optional)
2. Please fax all the pages to 701-461-3466 or 1-866-457-7506

Type of Contact

Please choose one:

Primary Alternate

Please choose one:

LFPC/FM AO A/OPC

Select Action:

Add new contact Delete contact under levels listed below only Replace contact Delete contact – This person is no longer in this position

Information to be changed

Name of Previous Contact _____ (This person will be changed or deleted)

New Contact Last Name _____ (max. 20 char.)

New Contact First Name _____ (max. 20 char.)

Agency /Organization Name _____ (max. 30 char.)

Address 1 _____ (max. 30 char.)

Address 2 (optional) _____ (max. 30 char.)

City _____ (max. 15 char.) State _____ (2 char.) Zip _____ - _____ (max. 9 char.)

Country _____ (max. 10 char.)

Phone Number _____ (max. 22 char.) Fax Number _____ (max. 17 char.)

Email Address _____ (max. 60 char.)

Additional Changes (optional)

Bank hold - Yes, plastic delivery needs to be changed to new contact above

Managing Account changing to new contact above Managing Account # _____

Processing Levels

Agent Number

Company Number

Reporting Levels (Please list the levels this person is authorized to maintain)

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____

Level 5 _____ Level 6 _____ Level 7 _____

* If contact changing at multiple levels, please attach a list.

Form Submitted by

Signature _____

Print Name _____

Phone _____

Fax _____

Date Submitted _____

For U. S. Bank Government Services use only

Rec'd Date _____ Input Date _____

Completed by _____

Review Date _____ Reviewed By _____

Reject Date _____

Reject Reason

Incomplete (missing information circled or highlighted)

Other _____

FAX REQUEST TO 701-461-3466 or 1-866-457-7506

OR MAIL REQUEST TO:

U.S. BANK GOVERNMENT SERVICES – PO BOX 6347 – FARGO, ND 58125-6347
CUSTOMER SERVICE PHONE NUMBER 1-888-994-6722