

## Change of Address Form

Please note this form is best viewed with Acrobat Reader 6 or later. Click [here](#) to upgrade now for free or visit [www.adobe.com](http://www.adobe.com).

### How to Use an Online PDF Application/Form

- Place your cursor and “click” on the line you want to complete (ie. - First Name: \_\_\_\_\_ )
- Type the required information
- Use the “tab” key to advance to the next field (use “shift” + “tab” to go backwards through the fields)
- Click the yellow “Submit Form” button after completing the form

**To expedite the application process, please follow the directions below:**

You have the option to submit your Change of Address Form in several ways.

1. Complete the application online and click the ‘**Submit**’ button at the bottom of the last page.
  - The application will be mailed back to you to obtain your **signature**.
  - Please return the completed and **signed** application to Paragon,
2. Or, complete the application online and click the ‘**Print**’ button on the bottom of the last page. Please **sign** the application.
  - Return the **completed** and **signed** application by:
    - ◇ faxing it to (201) 358-6446
    - ◇ mailing it to Paragon Federal Credit Union, P.O. Box 400, Montvale NJ, 07645-0400, Attn: Membership,
    - ◇ or, bringing it in to any branch location.
3. Or, print the application by clicking on the ‘**Print**’ button on the bottom of the last page.
  - **Complete** and **sign** the application
  - Return the **completed** and **signed** application by:
    - ◇ faxing it to (201) 358-6446
    - ◇ mailing it to Paragon Federal Credit Union, P.O. Box 400, Montvale NJ, 07645-0400, Attn: Membership,
    - ◇ or, bringing it in to any branch location.

Your application will be **processed** once we receive your **completed** and **signed** application.

### Important Notes

For Security reasons, we require your signature. Consequently, we cannot complete change of address requests via the phone or email.

If you have any questions, please contact us at (800) 222-8877.

**Thank you!**

## CHANGE OF ADDRESS FORM

If you have moved or have changed your name, be sure to send us your updated personal information to modify your Credit Union Account(s). **Failure to do this within 30 days will result in a \$10 quarterly fee\***. *We need your signature to make these changes. If your account is Joint, we'll need the Primary and Joint signatures to make the changes.*

**Please note:** Unfortunately, you cannot change your address by sending us an email or by only changing it with the Post Office. For security reasons we need your signature on file.

Thank you for your understanding.

Please Complete Both Sides of this Form.

### Mail or Fax to:

Paragon FCU  
Attn: Mail Servicing Department  
P.O. Box 400  
Montvale, NJ 07645-0400  
Fax: (201) 358-6446

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Account Number

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Print Name

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New Address

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Home Phone

Work Phone

## PLEASE SIGN BACK OF FORM



# CHANGE OF ADDRESS FORM CONTINUED

Please list all your accounts with Paragon that you are requesting the address change on (ie: single account, joint account, IRA account, Trust account etc.).

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Account Number

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Account Number

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Account Number

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Account Number

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**Primary Member's Signature**

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**Joint Member's Signature**

Date \_\_\_\_\_

**Important Information:**

**\*A \$10.00 quarterly inactive fee will be charged to your account if a monetary transaction is not performed.**

Please notify Paragon at (800) 222-8877 if you have any questions or need to make additional changes.

