



MEMBERSHIP CHANGE REQUEST INSTRUCTIONS

To add to or change your membership with Piedmont Advantage Credit Union, simply complete the [Account Change Card](#). When complete return with all applicable supporting documents to the Credit Union.

Mail : Piedmont Advantage Credit Union
3530 Advantage Way Attn: New Accounts
Winston-Salem, NC 27103

Fax: 336-776-1111 Email : CallCenterTeam@pacu.com

To make sure your request is complete and ready to process when we receive it, please look over the following tips that correspond with the numbered sections of the membership application:

- Complete all sections of the ownership information.
 - Make sure you complete the affiliation section with your employer or community affiliation.
- Indicate the change requested in the Subsequent sections. Be sure to check the boxes corresponding with the change, such as opening an additional account or adding a joint owner.
 - *Please note that removal of joint owners require **both** signatures and photo ID.*
- Account Designation - Complete the information requested to change or add a desired beneficiary.
- Account Type & Services - Designate the accounts and services you wish to add.
 - *Having a minimum of a Share/Savings account is a required in order to establish your membership with the credit union and cannot be removed.*
- Authorization - All owners must sign and date the account card in order for efficient processing. (Blue or Black ink. Please note that digital signatures are not acceptable.)

Please Read Prior to Sending Your Change Request

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

- *If adding a joint owner, please provide the following documents when submitting your application:*
 - **Copy front and back of your Driver's License or another Government issued form of identification.** (For members and joint applicants. Photographs are not acceptable.)
- *If adding a checking account, please complete our [Overdraft Consent form](#).*