

Address Change Entry Guide

When correcting entered content, strike out using a double line, fill in the correct information in the margin and place your initials near the corrected area. Please do not use correction fluid, correction tape, or erasable ballpoint pens.

1 Please choose the combination of addresses to be changed (select only one).

- A. If changing both home address and mailing address
- B. If changing only home address
- C. If changing only mailing address

2 Please enter the desired date for the change of address to take effect.

Please enter in mm/dd/yyyy order

(Example: 01/01/2022).

(Entry patterns)

- Persons who have already moved
⇒ Enter the date on which the document was filled in.
- Persons who will be moving in the future
⇒ Enter the (expected) date of the address change.*
- Persons who are changing only their mailing address
⇒ Enter the desired date for the change.*

*Within three months of the date entered.

3 Please enter your name.

- A. Name of the accountholder (in first name, last name order)
- B. If the account is a joint account, please enter the name of the joint accountholder (in first name, last name order). (Example: Taro Yamada, Hanako Yamada)
- If change of address is needed for 1 person only in joint account, then please include **ONLY** the name of that person that would like to change their address.

4 Please enter the address after the change.

- Customers who are changing their address to one within the United States ⇒ A, C, and D below
- Customers who are changing their address to one outside the United States ⇒ B, C, and D below
- A. Enter the U.S. address.
- B. Enter the non-U.S. address.
- C. Enter your telephone number.

D. (If you would like personal checks printed with the new address)

Place a check mark in .

- A fee for the check order may be charged. We may contact you to verify the product of the checkbook. You may continue using your existing checkbook with the old address, although the address will change. Please strike out the old address using a double line, fill in the new address in the margin and place your initials near the corrected area.

5 Please enter the address prior to the change.

- Please enter either the home address or mailing address (currently registered with the Bank) prior to the change.
- Please be aware that if the address prior to the change is not entered, it will not be accepted.

6 Please enter all accounts for which the address change is desired.

- Please place a check mark for all account types, and enter all applicable 10-digit account numbers, for which the address change is desired.
- Mailing addresses are registered separately for each account. Please be careful as addresses will not be changed for accounts that do not have a check mark or do not have an account number entered.

7 Please enter the name of the accountholder and that of the joint accountholder, write your signature that is registered with the Bank, and enter the date on which the document is being filled in.

- Seals are not used in the United States. The handwriting of the signature is used to verify the accountholder. Please **be sure** that the signature is the one that was registered with the Bank upon opening the account.

Continue on reverse side

- **Please be aware that documents with no signature or with signatures that are written differently from the ones that are registered will not be accepted.**

[To be entered by the accountholder]

- A. Name (in first name, last name order)
- B. Signature that is registered with the Bank
- C. Date on which the document is being filled in (mm/dd/yyyy)

[To be entered by the joint accountholder]
(Only if you have a joint account)

- D. Name (in first name, last name order)
- E. Signature that is registered with the Bank
- F. Date on which the document is being filled in (mm/dd/yyyy)

