



# PREMIER VISA File Maintenance Form

COMMUNITY CREDIT UNION

Card Number

Member Number

Primary Name

SSN

DOB

Joint Name

SSN

DOB

## New Card Order & Account Upgrades

Primary Contact Information on Card	Member Choice Enrollment		Card Ordering Information	
	<input type="checkbox"/>	Option 1	<input type="checkbox"/>	Secured Visa (9.99%) BLC00001
	<input type="checkbox"/>	Option 2	<input type="checkbox"/>	Fresh Start Visa (16.99%) BLC00101
	<input type="checkbox"/>	Option 3	<input type="checkbox"/>	Starter Visa (14.99%) BLC00111
	<input type="checkbox"/>	Option 4	<input type="checkbox"/>	Visa Classic (12.99%) BLC00091
	<input type="checkbox"/>	No Coverage	<input type="checkbox"/>	Visa Gold (9.99%) BLC00011
<b>Attach Member Choice Contract</b>				

<input type="checkbox"/>	MLA Covered Borrower	<input type="checkbox"/>	New Card Limit	<input type="checkbox"/>	Card Limit Increase	<input type="checkbox"/>	Card Limit Decrease	
<input type="checkbox"/>	Contractual Cardholder							\$
<input type="checkbox"/>	Authorized User	Name on Card	SSN	DOB				
<input type="checkbox"/>	MLA Covered Borrower	<input type="checkbox"/>	New Card Limit	<input type="checkbox"/>	Card Limit Increase	<input type="checkbox"/>	Card Limit Decrease	
<input type="checkbox"/>	Contractual Cardholder							\$
<input type="checkbox"/>	Authorized User	Name on Card	SSN	DOB				
<input type="checkbox"/>	MLA Covered Borrower	<input type="checkbox"/>	New Card Limit	<input type="checkbox"/>	Card Limit Increase	<input type="checkbox"/>	Card Limit Decrease	
<input type="checkbox"/>	Contractual Cardholder							\$
<input type="checkbox"/>	Authorized User	Name on Card	SSN	DOB				

Member Signature

Date

Joint Member Signature

Date

## Existing Card Maintenance

Change Contact Info	Change Cardholders	Close Card & Re-Issue	Close & Do Not Re-Issue
<input type="checkbox"/> Address Change**	<b>Contractual Cardholder</b>	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Fraud	<input type="checkbox"/> Member Request By
<input type="checkbox"/> Phone Number Change**	<input type="checkbox"/> Add Cardholder	<input type="checkbox"/> Card Not Received	
<input type="checkbox"/> Name Change*	<input type="checkbox"/> Delete Cardholder	<b>Date Missing:</b>	
<b>*Name Change must be updated in Symitar to process request.</b>	<b>Authorized User</b>	<b>Was the card lost outside USA?</b>	
<b>**Attach Address Change Form.</b>	<input type="checkbox"/> Add Auth User	<input type="checkbox"/> No <input type="checkbox"/> Yes <input style="background-color: #e0e0e0;" type="text" value="Country?"/>	<input type="checkbox"/> CU Request By
	<input type="checkbox"/> Delete Auth User	<b>Was a police report filed?</b>	
		<input type="checkbox"/> No <input type="checkbox"/> Yes	

Name on Card

DOB

Signature

Date

Form Accepted By:

Date Accepted:

BACK OFFICE USE ONLY	
For LENDING Use	For SUPPORT SERVICE Use
Approve Date Approver User Code	<input type="checkbox"/> System Checked for Existing Information
Approved Amount	<input type="checkbox"/> VISA Data Checked for Existing Information
\$	Completed By: _____ Date: _____