

**MEMBERSFIRST CREDIT UNION
VISA DEBIT CARD OR ATM CARD NEW AND REPLACEMENT FORM**

INTERNAL USE ONLY – NEW AND INSTANT ISSUE CARD ORDER	
VERIFY ADDRESS IN CMC (NOT RED) CARD WILL NOT WORK UNLESS ADDRESS IS VERIFIED	LAST SIX OF NEW CARD # _____

1. CARD ORDER DETAILS

TYPE OF CARD: (Select One)	ATM	DEBIT	INSTANT ISSUE
CARD REQUEST FOR: (Select One)	PRIMARY	JOINT	BOTH
REASON: (Select One)	NEW		REPLACEMENT
REQUEST MADE: (Select One)	IN PERSON		FAX/DOCUSIGN

2. PRIMARY CARDHOLDER INFORMATION

MEMBER NAME _____	DATE OF BIRTH _____	MOTHER'S MAIDEN NAME _____
ACCOUNT NUMBER _____	CHECKING SUFFIX _____	LAST FOUR OF SSN# _____
Please provide the phone number you will use to activate your card; this is the phone number that we will use to contact you in the case of suspicious card activity. This phone number will also be listed as your home phone on our records.		
PRIMARY PHONE _____	WORK PHONE _____	EMAIL _____

3. JOINT OWNER - COMPLETE THIS SECTION ONLY IF REQUEST IS FOR JOINT OWNER

JOINT OWNER NAME _____	JOINT OWNER DATE OF BIRTH _____	MOTHER'S MAIDEN NAME (JOINT) _____
LAST FOUR OF SSN# (JOINT OWNER) _____	JOINT OWNER PHONE # _____	JOINT OWNER EMAIL _____

4. REPLACEMENT CARD – THERE IS A \$10 FEE FOR A REPLACEMENT CARD

Note: Closing a debit card will not prevent a recurring transaction from clearing your account. You must place a stop payment on a recurring transaction and notify the merchant.

LOST / STOLEN CARD <input type="checkbox"/>	LAST SIX DIGITS OF CARD BEING REPLACED _____	<p align="center">INTERNAL USE ONLY</p> LAST SIX NEW CARD # _____ VERIFY ADDRESS (NOT RED) <input type="checkbox"/> TELLER # _____
DAMAGED <input type="checkbox"/>	LAST SIX DIGITS OF CARD BEING REPLACED _____	REPLACEMENT CARDS MUST BE ORDERED BY THE CARD SERVICES DEPARTMENT.
NAME CHANGE <input type="checkbox"/>	LAST SIX DIGITS OF CARD BEING REPLACED _____	VERIFY ADDRESS (NOT RED) <input type="checkbox"/> TELLER # _____

COMMENTS: _____

MEMBER SIGNATURE _____ DATE _____

EMPLOYEE NAME AND TELLER # _____ CARD DEPT. REP TELLER # _____