

Change business contact information



Use this form to change the street address, mailing address, phone number or web address on your business account. Enter your information clearly using blue or black ink.

1. Business information

_____ Name of business or organization <i>(Account title)</i>	_____ Business account number
_____ Name of authorized signer requesting change	_____ Authorized signer security code <i>(Required)</i>
_____ Authorized signer phone	_____ Authorized signer email

2. Change contact information

We require proof to verify all business change of address requests. Submit a copy of 1 of the following with your new address: utility bill, insurance bill, lease agreement, or property tax statement.

Note: Business street address must be the physical location of the business, must be in the U.S. or territories only and cannot be a P.O. box.

_____ New business street address <i>(No P.O. boxes)</i>	_____ City	_____ State	_____ Country	_____ ZIP
_____ New mailing address <i>(If different from above)</i>	_____ City	_____ State	_____ Country	_____ ZIP
_____ Business phone	_____ Business web address		_____ Business email	

3. Signature

The undersigned agrees that we, TIAA, FSB ("TIAA Bank"), in our sole discretion, may accept signature cards, agreements or other documents that you have signed and sent to us by electronic means, like fax, email, or other file transmittal processes we might offer. By sending us any such document by electronic means, the undersigned agrees that we may rely on it and on the signature, and that the document is binding on the signer even if the original signed document is not delivered to us.

 _____
Authorized signer

Date

4. Submit

Fax: 1-888-882-6977

Mail: TIAA Bank, 11 Oval Drive, Suite 107, Islandia, NY 11749

For bank use only: _____
Verify client signature Date verified FC number Employee name *(Print first & last name)*

