

 First Hawaiian Bank.  
**CHANGE OF ADDRESS**

**Address Change**  (customer requested)    **Bank Correction**  (signature not required)    **Returned Mail**

**Customer Name** \_\_\_\_\_ **Date** \_\_\_\_\_

	ACCOUNT TYPE	ACCOUNT NUMBER		ACCOUNT TYPE	ACCOUNT NUMBER

**Please PRINT (address change affects customer(s) below):**

Name \_\_\_\_\_      **Customer "CIS"** (Physical)      **Account\*** (Mailing)      **Alternate\*\*** Shipping\*\*

Social Security Number    Home Phone      Work Phone      New Address (if "hold," must be branch of account address)

Cell Phone      Primary Foreign Phone

Email Address \_\_\_\_\_

Name \_\_\_\_\_

Social Security Number    Home Phone      Work Phone      Additional Instructions

Cell Phone      Email Address

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Branch Use Only**      Received By:  Phone     Mail     In Person

Received By (Employee Name and Number)      Receiving Branch

Does customer have Debit Card?     Yes     No      \*Confirmation Card Sent (Date) \_\_\_\_\_

(If yes, send copy to BankCard Center.)      Cust. ID Type and # \_\_\_\_\_

Change Mail Code:      From \_\_\_\_\_ To \_\_\_\_\_

(see Deposit System Codes Reference Guide, CM-5087, for codes.)

Change Foreign Country Codes: \_\_\_\_\_

Does Customer Initiate Repetitive Wire Transfers?     Yes     No    (If "yes," send copy of this form along with EX-844 to Wire Transfer Dept.)

**Department Use Only**

Input By \_\_\_\_\_      Verified By \_\_\_\_\_

## ADDRESS CHANGE FORM ROUTING CHECKLIST

	Change To	Form Routing Instructions
	Customer Record	Scan to FCM
	Deposit Accounts	Scan to FCM
	Loans & FirstLines	D1 to Consumer Credit Service Center D1 to Guam Dealer Center/Consumer Credit Center D1 to Dealer Loans
	Credit Cards	D1 to Card Services - Address Changes
	Business Debit	D1 to Card Services - Address Changes
	HELOC	D1 to HELOC
	Mortgage	D1 to Mortgage Service Center
	<b>OTHER</b>	
	Auto Leasing	D1 to EOS - Commercial Loan Center
	Business Cash Manager	Interoffice to Cash Mgt Services
	Commercial Loan*	D1 to EOS - Commercial Loan Center
	Merchant Services	Interoffice to Merchant Services Dept.
	Quick Tax/Payroll	Interoffice to Business Services Support
	Wealth Management	Interoffice to Wealth Management Service Center
	Institutional Advisory Services	Interoffice to Institutional Advisory Services
	Personal Trust	Interoffice to Personal Trust
	Trust Real Estate Services	Interoffice to Real Estate Services
	Trust Retirement Benefits	Interoffice to Trust Retirement Benefits

### Routing

- Scan to FCM: Follow standard FCM scanning instructions. File the original for 90 days, then shred it.
- D1: Use the Contact Information Change - Address, Phone, or Email case (select recipient via drop down menu), scan signed form & attach.
- Interoffice: Use Interoffice Mail and send the signed form to the recipient identified above.

\* Indicate Physical (Customer CIS), Mailing (Account) or check both

\*\* Alternate Address - additional mailing address for statements

Shipping Address - additional shipping addresses for credit/debit card purchases