



Account Name: \_\_\_\_\_

Date: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

CIF Number: \_\_\_\_\_

**A. AMENDMENT:**

(Types of amendments include changes to Interest Rate, Credit Limit, Cycle Code, GL Code, Service Charge Code, etc)

CDS                       DDA                       Loan                       Savings

Field Numbers: \_\_\_\_\_ Field Descriptions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason: \_\_\_\_\_  
 \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**B. INACTIVE/DORMANT ACCOUNT MAINTENANCE**

**Account Required**

- A - Change status from Dormant to Active
- I - Change status from Inactive to Active
- O - Grant an Over-ride

**Account Type**

- DDA
- Savings

**Photo Identification**

Passport  National Card   
 Drivers License  Other Approved Government ID   
 Electors ID Card

**Maintenance**

Field #'s	Old Value	New Value
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Customer Signature: \_\_\_\_\_

**C. AUTHORIZATION**

	NAME	SIGNATURE	DATE
Requested by: (Internal)			
Prepared by:			
Authorized by:			
Maintained by:			
Verification Dept:			