



VISA FILE MAINTENANCE REQUEST

REQUEST FOR A NEW VISA ACCOUNT AND CARD ACCOUNT UPGRADE

Primary Name: _____ SSN: _____ D.O.B: _____
 Joint Name: _____ SSN: _____ D.O.B: _____
 Credit Limit: _____
 Account Number: _____

CARD ORDERING INFORMATION	
<input type="checkbox"/> Secured Visa (9.99%)	BLC00001
<input type="checkbox"/> Fresh Start Visa (16.99%)	BLC00101
<input type="checkbox"/> Starter Visa (14.99%)	BLC00111
<input type="checkbox"/> Visa Classic (12.99%)	BLC00091
<input type="checkbox"/> Visa Gold (9.99%)	BLC00011

Staff Signature _____ Date _____

ADDING DELETING - CONTRACTUAL CARDHOLDER
 ADDING DELETING - AUTHORIZED USER

Card Number: _____ Account Number: _____
 Name: _____ SSN: _____ D.O.B: _____

LIMIT INCREASE LIMIT DECREASE

Name: _____ Account Number: _____
 Card Number: _____ New Limit: _____

FRAUD STOLEN LOST NOT RECEIVED CLOSE ACCOUNT OTHER

Name: _____ Account Number: _____
 Card Number: _____
 Reason: _____

NAME CHANGE ADDRESS CHANGE PHONE NUMBER CHANGE

Name: _____ Account Number: _____
 Card Number: _____

Information must be updated in Symitar in order to process name change

Member Signature _____ Date _____

Accepted By: _____ Date _____

BACK OFFICE USE ONLY			
Lending		Support Services	
System Verified for Correct Information	_____	System Checked for Existing Info	_____
Loan Application Verified	_____	Visa Data Checked for Existing Info	_____
Approving Loan Officer Signature	Date	Support Services Staff Signature	Date