



CONTACT INFORMATION UPDATE FORM

Complete only the sections that apply to your requested change.

Return completed form to Loan Servicing

customerservice@guardiansavingsbank.com | Fax 513-741-6255 | 2774 Blue Rock Road, Cincinnati, OH 45239-6333

What can this form be used for? Update an address, phone number, or email address.

Signature: Physical signature required unless otherwise approved by Guardian. Written or typed signatures will not be accepted.

1 CUSTOMER AND LOAN INFORMATION

Customer name(s)	Account number(s)

Current property address	Best phone number

Email address

2 TELL US WHAT TO CHANGE

☐ Physical address ☐ Mailing address ☐ Seasonal address ☐ Phone number ☐ Email address
Apply to: ☐ All loans under the signer's name ☐ Only loan number(s) listed above

New physical address	New mailing address ☐ Same as physical

Seasonal address Include street, city, state and ZIP
Seasonal dates: From _____ Through _____ ☐ Recurs yearly

New phone number	New email address

3 WHAT HAPPENS NEXT

- Guardian will verify the request before updating its records, including signature verification or other customer verification methods necessary.
- Each customer whose separate record is changing must sign for verification purposes.
- Guardian will update its internal records to reflect approved changes within 3 business days of receipt. If additional verifications are necessary, Guardian will work with customer(s) to resolve.
- Any return mail held due to outdated address information will be released and sent to the updated address within 5 business days of receipt.

4 AUTHORIZATION AND SIGNATURES

By signing below, each signer confirms the information is accurate and authorizes Guardian to verify and update the selected records.

Customer signature / date	Additional customer signature / date

****Guardian Use Only****

Form Received: ☐ In Person ☐ Mail ☐ Email ☐ Night Drop ☐ Other

Returned Mail? ☐ Yes ☐ No

Account Paid in Full/Dormant? ☐ Yes ☐ No

Processed By (Signature): _____ Date Update Completed: _____