



NAME CHANGE REQUEST

Use this form to request a name change on a Guardian Savings Bank loan account due to marriage, divorce, court-ordered name change, naturalization, or another legal name change. This form does not add or remove a borrower or change ownership of the loan or property.

DOCUMENTS REQUIRED

- ☐ Completed and signed request form
- ☐ Copy of updated government-issued photo identification
- ☐ Supporting legal document, such as a marriage certificate, divorce decree, court order, or certificate of naturalization

1. BORROWER AND LOAN INFORMATION

Loan Account Number(s)

Phone Number

Email Address

2. NAME CHANGE REQUESTED

Current Name on Loan Account

New Legal Name

Reason for Name Change

☐ Marriage ☐ Divorce ☐ Court order ☐ Naturalization ☐ Other legal name change:

3. BORROWER CERTIFICATION AND AUTHORIZATION

I certify that the information and documents submitted with this request are complete and accurate. I authorize Guardian Savings Bank to update its loan servicing records to reflect my new legal name after the request and supporting documentation have been reviewed and accepted.

This form must be physically signed - electronic signatures will not be accepted unless directly authorized and initiated by Guardian. Printed signatures or computer generated signatures will not be accepted.

Borrower Signature - sign using new legal name

Date

Printed New Legal Name

Last 4 Digits of SSN

4. WHAT HAPPENS NEXT

- Guardian will review the completed form and supporting documents before updating its records.
- Additional information or documentation may be requested if the name change or identity of the requester cannot be reasonably verified. Upon complete verification, Guardian will update its servicing records within three (3) business days.
- **Updating the borrower name in servicing records does not modify the promissory note, mortgage, deed of trust, title, or ownership of the property. A refinance of your loan would be required to alter these documents to your new legal name.**

For name changes on deposit or other non-loan accounts, please contact your local Guardian Savings Bank branch.

RETURN COMPLETED FORM

Email: customerservice@guardiansavingsbank.com

Fax: 513-741-6255

Mail: Loan Servicing, 2774 Blue Rock Road, Cincinnati, OH 45239-6333

Contact Us: (513) 842-0972

INTERNAL USE ONLY

Verified by: _____

Date updated: _____