

**Navy Federal®**  
**Business Change of Information/  
 Additional Services Application**

**INSTRUCTIONS:** Complete only the section(s) applicable to your request. All owners must sign authorizing changes.  
**Please Note:** Any changes to entity type or ownership will require updated business entity documents.

Business Access No.
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Current Information	
Business Name:	Tax ID No. (EIN or SSN):

Changes to General Information (Please provide new information only.)			
New Business Name:		New Tax ID No. (EIN or SSN):	
New/Additional Doing Business As:			
New Physical Address of Business: Street (Cannot Be a Post Office Box)	City	State	Zip Code
New Mailing Address of Business: Street	City	State	Zip Code
New Business Phone:	New Alternate Phone:	New Business Email Address:	
Change Business Entity Structure (Information will not be changed unless proper proof is received): <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole-Member Limited Liability Company (LLC) <input type="checkbox"/> Multi-Member Limited Liability Company (LLC)			
I have included the following as legal proof of existence of the business:			
<input type="checkbox"/> Business License	<input type="checkbox"/> Fictitious Name Certificate (or Certificate of Assumed Name)	<input type="checkbox"/> Partnership Agreement	
<input type="checkbox"/> Articles of Incorporation	<input type="checkbox"/> Articles of Organization	<input type="checkbox"/> IRS EIN Letter	
<input type="checkbox"/> Operating Agreement	<input type="checkbox"/> Corporate Bylaws		
<input type="checkbox"/> Articles of Amendment	<input type="checkbox"/> Other _____		
New Nature of Your Business:		NAICS Code:	

<b>To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. This section must be completed when adding a product or adding/removing owner(s).</b>
Beneficial Owner Certification
Select one of the following: <input type="checkbox"/> N/A – Business is a sole proprietorship, unincorporated association, or otherwise not applicable. <input type="checkbox"/> Certification Regarding Beneficial Owners of Legal Entity Customers (NFCU 98) form attached. <input type="checkbox"/> I certify that I am familiar with the most recent NFCU 98 form provided to Navy Federal and confirm that all information provided on that form is up to date and accurate.

Add Products
<b>Note:</b> When adding a product/service, also complete the Beneficial Owner Certification section of this form. Please note that fees may apply to the Basic, Plus, and Premium checking accounts. Refer to the Business Services Schedule of Fees and Charges for more information.
Add the Following Products:
<input type="checkbox"/> Business Basic Checking <input type="checkbox"/> Issue Business Debit Card <input type="checkbox"/> Business Jumbo Money Market Savings <input type="checkbox"/> Business Plus Checking <input type="checkbox"/> Business Savings <input type="checkbox"/> Business Money Market Savings <input type="checkbox"/> Business Premium Checking <input type="checkbox"/> Business Membership Savings (Minimum \$5 deposit required)

Close Products/Membership
Close the Following Products/Membership:
<input type="checkbox"/> Business Basic Checking <input type="checkbox"/> Business Premium Checking <input type="checkbox"/> Business Jumbo Money Market Savings <input type="checkbox"/> Business Plus Checking <input type="checkbox"/> Business Membership Savings <input type="checkbox"/> Business Money Market Savings <input type="checkbox"/> Close Lending Products <input type="checkbox"/> Business Savings <input type="checkbox"/> List Specific Account Number(s) _____
<input type="checkbox"/> Close Entire Business Membership <input type="checkbox"/> Mail funds to Business Address on record <input type="checkbox"/> Transfer funds to Navy Federal Account # _____



