



Certificate of Deposit Maintenance Form

Current Certificate Information

Member Name:		Account No:	
Joint Owner:		Certificate No.	
Certificate Balance:		Maturity Option:	
Certificate Type:		(A) Auto Renew (N) Non Renew (G) Generate Check	
Interest Rate:		Payment Option:	
		(B) Back to Cer (K) Dividend Check (01-99) Share	

Maintenance Request

Maturity Option: Auto Renew* Non Renew**

*Auto Renew: Certificate will automatically renew upon maturity with current rates for that period. **Non Renew: Funds will automatically transfer to share account upon maturity

Payment Option: Back to Certificate To Share: specify share (01;75): _____

Mail Check (at maturity) Check will be made payable to the main member and mailed to the address on file unless we receive instructions otherwise: _____

Special Requests

Renew

Renew to Different Terms (upon maturity): Upon renewal, please renew to the following term:

6 month* 12 month* 24 month* *The rate you will receive will be the rate at that time.

Renew Amount: Certificate Other: _____

Beneficiary / POD

Change Payable on Death (POD) Beneficiary (only for this certificate):

Beneficiary / POD Name:	
Address:	
City/ State/ Zip	
Phone No:	

Surrender

Do not use this form to surrender a certificate

Surrender Certificate: Complete an Account Change Card & Place an attention message on account

Other:

I authorize the credit union to complete the request(s) as stated above.

Member Signature: _____	Dated: _____
Joint Owner Signature: _____	Dated: _____

*** Credit Union Use ***

Date of Request: _____	POD Update? Attn MSG
Completed: _____	By: _____