



# Transaction / Change Directive - Individual

For Office Use Only			
Date _____	Request taken by _____		
Phone <input type="checkbox"/>	Email <input type="checkbox"/>	Mail/Fax <input type="checkbox"/>	

## Section I: Account Information

Primary Owner		Secondary Owner (if Joint)
( )		
Primary Contact Number	Requested Effected Date	E-mail Address
Account Number	Certificate Number	Reason for Change Request

## Section II: Transaction

<b>Transaction Request</b>	<input type="checkbox"/> Deposit \$ _____ <input type="checkbox"/> by Check # _____ <input type="checkbox"/> By EFT	<input type="checkbox"/> Withdrawal \$ _____ <input type="checkbox"/> by Check <input type="checkbox"/> By EFT on File <input type="checkbox"/> One-time EFT
	Comments / Special Instructions _____ _____ _____	
<b>Account Change Request</b>	<input type="checkbox"/> Contact information/Address change <input type="checkbox"/> Beneficiary change (please fill out and attach the Beneficiary Designation Form) Contact Name : _____ ALT/Phone Number : _____ Address: _____ City: _____ State: _____ Zip: _____ Email: _____	
<b>Certificate Renewal Change Request</b>	<input type="checkbox"/> Upon Maturity, Renew Certificate # _____ for a term of _____ Months <input type="checkbox"/> Upon Maturity, DO NOT Redeem Certificate # _____	
<b>Change Request Transaction</b>	<input type="checkbox"/> Interest payment change ( <i>Change how interest payments are remitted</i> ) <input type="checkbox"/> Reinvest in Certificate # _____ <input type="checkbox"/> Paid by check <input type="checkbox"/> Paid by electronic funds transfer (EFT)	

## ONE-TIME EFT TRANSFER PLEASE ATTACH A VOIDED CHECK

Name on Bank Account	
Bank Name	Account Type <input type="checkbox"/> Savings <input type="checkbox"/> Checking
ABA/TRN #	Account #

## Section III: Signatures

*Virginia United Methodist Development Company, LLC, will not process your Transaction/Change Request unless the form is completed and signed below. Please refer to your Offering Circular for any questions regarding the Virginia United Methodist Development Company, LLC operational procedures. By signing below, you agree to the terms and conditions set forth on your original Investment Application.*

Primary Owner's Signature	Date	Joint Owner or Additional Trustee's Signature (if necessary)	Date
---------------------------	------	--	------

*Please return this form to Virginia United Methodist Development Company.  
If investing by check, please make the check payable to Virginia United Methodist Development Company, LLC.*