

**ADVICE OF BORROWER'S CHANGE OF ADDRESS,
 NAME, CASE NUMBER, OR LOAN NUMBER**

Mail Code
Date

- 4A CHANGE IN CASE NUMBER AND LOAN NUMBER
- 4B CHANGE IN ZIP CODE
- 4C CHANGE IN NAME AND/OR ADDRESS
- 4D CHANGE IN CASE NUMBER, NAME, AND ADDRESS
- 4F CHANGE IN LOAN NUMBER
- 5N CHANGE IN EMPLOYEE RELATIONSHIP CODE

TYPE OF CHANGE

- 1. Change of Name to Co-Obligor - Change of Case Number
 - Change All Loans
 - Partial Change of Loans
- 2. Change of Name - Marriage
- 3. Correction of Spelling - Principal Obligor
- 4. Correction of Spelling - Co-Obligor
- 5. Change of Mailing Address Only
- 6. Move Between Counties of Same State - Enter State and New County Code
- 7. Move Between States - Enter New State and County Code.
- 8. New or Changed Employee Relationship Code

Borrower's Old Name

Old Case Number

New Case Number

Old Employee Relationship Code

New Employee Relationship Code

FUND CODE	OLD LOAN NUMBER	NEW LOAN NUMBER:	FOCAL INTEREST			

Important: Enter below the new name and address as it is to appear on the records; therefore, last name first The nineteen character limit, including spaces, or punctuation, per field and five field limit excluding zip code cannot be exceeded. The city and two letter state abbreviation must be shown alone in the last field of the address.

Borrower's New Name and Address

Field #1																						
Field #2																						
Field #3																						
Field #4																						
Field #5																						
Zip Code																						
	No. of Name Fields											No. of Address Fields										

Date Prepared

(Transferring Field Office Supervisor)