


# Is your move update compliance a manual process?

## Move Verification Letters



- Automatically compare your customer list to the National Change of Address (NCOA) database
- Print update letters to your moved customers for verification of new address
- Reduce wasted postage, material & labor costs along with eliminating delivery delays
- Eliminate or Reduce
  - ✓ Delayed mail delivery
  - ✓ Lost opportunities
  - ✓ Customer dissatisfaction





December 15, 1008

Sample name  
1212 Sample St  
Sample Town, MN 55300

Dear Customer,

PB State Bank has received notice from the United States Post Office that you have changed your mailing address from

12841 Other St First Town, MN 12121	to	1212 Sample St Sample Town, MN 55300
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If this change is correct, please sign this form in the space provided below and return the entire form in the envelope that we have enclosed.

If this letter is not returned within one month, your mail will be held at the bank. Upon receipt of your signed letter, we will change the address we have on file for you.

Please understand that with the event of growing identity theft, PB State Bank is taking a cautious approach to guarantee that information is being delivered to you, and not falling into the hands of someone trying to steal your identity.

If you have any questions concerning this letter please contact me. If there are others in your household who also has moved, please have them contact the bank so our information is current for all account holders.

Thank you,

Bill Allan  
Customer Service Representative

I authorize PB State Bank to change my mailing address from

12841 Other St First Town, MN 12121	to	1212 Sample St Sample Town, MN 55300
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you would just like to know more and whether we can work with your core and imaging software, contact Jim Decker—ICBA Specialist at 913.907.9065 or email jim.decker@pb.com, fax to: **203.460.9050**

Bank: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Best time to call: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Thank you for your interest and time.