



Change of Address Form Instructions for Submittal

- 1) First, you must **print** the form.
- 2) Provide the requested information, completing all fields. Note: The Owner Number, Lease Name and Lease Number are located on the owner's check stub.
- 3) Date and Sign the form.
- 4) **E-mail** the completed Change of Address form to Casey@loeboil.com.

Note: If you prefer to submit the Change of Address form by postal mail, our mailing address is as follows:

Herman L. Loeb LLC
P.O. Box 838
Lawrenceville, IL 62439



CHANGE OF ADDRESS FORM

I, _____, authorize Herman L. Loeb LLC to change the address on my owner account.

Owner Number:		Lease Name:	
		Lease Number:	
Last 4 Digits of Social Security Number/Taxpayer ID:			
Name on Account:			
Your Name (if you are not the owner)*:			

**If not previously provided, please attach a Power-of-Attorney, or other supporting documentation establishing your relationship with the Account Owner.*

<u>OLD ADDRESS</u>		<u>NEW ADDRESS</u>	
Street Address:		Street Address:	
City:		City:	
State/Province:		State/Province:	
Zip:		Zip:	
Country:		Country:	
		Phone #:	
		E-mail Address:	

Apply this address change to my:

Check/Revenue Address

Correspondence Address, if neither box is selected, both addresses will be updated.

All fields must be complete or the change of address cannot be processed. After Herman L. Loeb LLC receives a properly executed form, the change of address will become effective within thirty (30) days after its receipt.

By: _____
(Signature)

Date: _____

E-mail this completed form to: Casey@loeboil.com