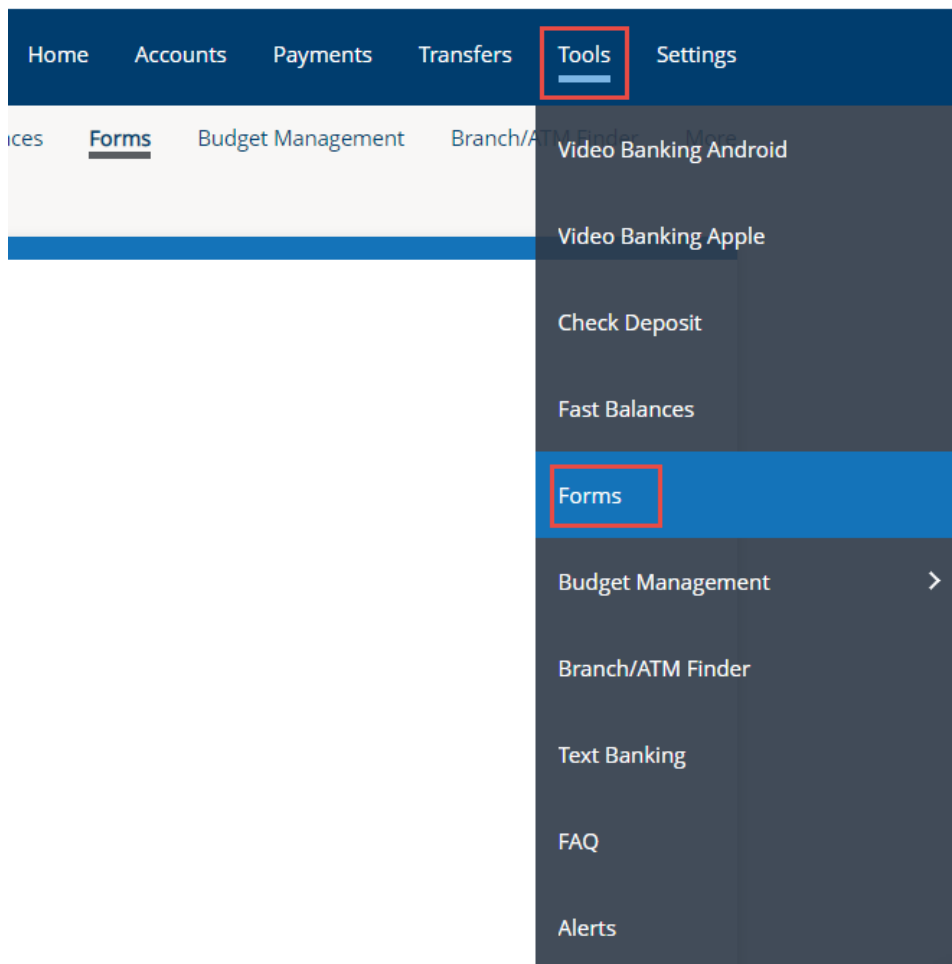


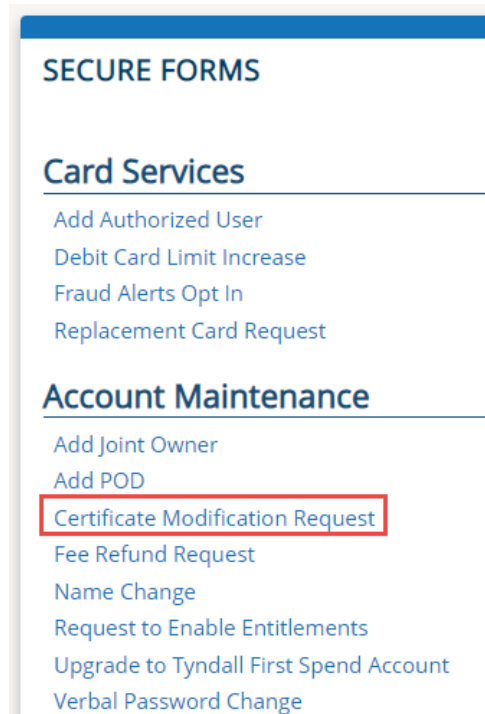
How to Submit a Certificate Modification Request

1. Log in to Online Banking. You can do this on your app, mobile web browser or a desktop PC.
2. Navigate to “Tools,” then “Forms.”

   Help  Display  Sign Out



3. Scroll down to the Account Maintenance section and select the “Certificate Modification Request” form.



4. Select the Certificate you are modifying from the drop-down and choose the option “Renew or Modify.”

The image shows a form titled "SUBMIT REQUEST" for a "Certificate Modification Request". At the top right, it says "* Fields are required". Below the title, there is a paragraph: "If you wish to cancel or change the terms of your Certificate as stated in your Certificate Maturity Notice, complete and submit this form. All Certificates require a \$1,000 minimum deposit." The next section is "Choose the Certificate You Would Like to Modify:" followed by a dropdown menu with "[Select One]" and a red box around it. Below that, it says "Please choose which action you would like to take on this CD:" and has two radio button options: "Close" and "Renew or Modify" (with a red box around it and an asterisk). The final section is "If CLOSING AT MATURITY, how do you want the funds distributed?" with radio button options for "Transfer funds to:" (with a dropdown menu containing "[Select One]" and a red box around it) and "Mail Check".

5. Choose the term you are changing your Certificate to, under “Change the Certificate TYPE to.”

Change the Certificate TYPE to:

- 12 Month Certificate
- 18 Month Certificate
- 24 Month Certificate
- 36 Month Certificate
- 48 Month Certificate
- 60 Month Certificate
- 12 Month IRA Certificate
- 24 Month IRA Certificate
- 36 Month IRA Certificate
- 48 Month IRA Certificate
- 60 Month IRA Certificate

6. Then scroll down and select “AGREE” and click “Submit.” That’s it! We’ll process your request!

Change the DIVIDEND PAYMENT OPTION to:

Compound Monthly (12 Month - 60 Month CDs) N/A

Other Instructions

The dividend rate and APY which will apply to your Certificate Account upon renewal will be available on the Wednesday prior to your maturity date. After that date, you can find the rate on our website: <https://www.tyndall.org/bank/savings-accounts/certificates>

I confirm that the information contained in this form has been reviewed and is accurate. I request the Credit Union to renew my original Share Certificate and Agreement except as modified above or by current Credit Union Policy.

AGREE *

[Log in to Online Banking](#)