



**Royal
Exchange
Money
Transfer**

**CUSTOMER INFORMATION CHANGE/UPDATE
REQUEST FORM**

Please complete and sign Parts 1 and 2 as accurately as possible. Upon completion, kindly fax a copy to 1-703-825-1773 and forward the original to **Royal Exchange, 7251 Maple PI, Annandale, VA 22003.**

Refund (w/ copy of ID) Change/Correction of Remitter/Beneficiary information (w/ copy of ID)

Please write the changed/corrected beneficiary's name: _____

PART 1 – REMITTER/SENDER INFORMATION:			
Remitter Name (PLEASE PRINT):		Invoice/Transaction #	
Address:			
City	State	Zip Code	Date of Remittance
Telephone		Remittance Amount	
Beneficiary's Name		Reason for change or correction	
Remitter's Signature		Date Correction Requested	

PART 2 – TO BE COMPLETED BY AGENT ONLY (leave blank if submitting directly via fax or scan email)			
Agent (PLEASE PRINT)		Agent #	
Address			
City	State	Zip Code	Telephone
Fax		E-Mail Address	

AGENT ACKNOWLEDGEMENT and RELEASE

I, _____, a representative of _____, (hereinafter known as "Agent"), an Agent of Royal Exchange ("Royal Exchange") hereby confirms and accepts responsibility to process refunds, changes and/or corrections on my remitters' behalf. Such remitters are personally known to me or have produced satisfactory identification documents or other reliable proof of identification. Agent hereby releases Royal Exchange from any and all claims, damages and expenses of any kind resulting as of the request of Agent's remitters. Effective this ____ day of _____, 20__

Signature: _____
Agent's Name (PRINTED): _____

CUSTOMER ACKNOWLEDGEMENT

I, _____, have sent funds through Royal Exchange ("Royal Exchange"), and am requesting a refund, change and/or correction of the remittance. I acknowledge that I cannot provide adequate personal identification, however, I am requesting Royal Exchange process my request. I hereby release Royal Exchange from any and all claims, damages and/or actions pertaining to the processing of this request. Effective this ____ day of _____, 20__.

Signature: _____
Customer's Name (PRINTED): _____