

For 24 Hour Customer Service call toll free (800) 759-0294

Overseas Toll Free: Access Code (Europe 00, Pacific 001)+ 800-11112265 Turkey:00-800-454-0662 Italy: 800-872528

LOCAL CLUB-WORKS MILITARY CLUB MEMBERSHIP MAINTENANCE FORM

An authorized Club Work User at the military installation must perform below requests: (<http://www.Club-Works.com>)

***** Do NOT forward this form to Chase Bank for processing *****

Military Installation Completing Form: _____ Base ID: _____

Name of Person Completing Form: _____ Commercial Phone #: _____

Card Holder Name : (Print) _____ Date: ____/____/____

I. 16 DIGIT ACCOUNT NUMBER _____ **SOCIAL SECURITY # (for reference only)** _____

II. ADDRESS CHANGE (CANNOT EXCEED NUMBER OF BOXES): _____ (Drop Overseas/Country Code Info)

Home Phone # _____

Business Ph # _____

CITY _____ STATE _____ ZIP _____

III. CLUB WORKS TRANSFER TO NEW INSTALLATION: Complete in Club Works under Members/Transfer Member

Check the "Daily Status" Page in Club Works for transfers pending to accept. Losing or gaining installation may perform a transfer.

New Installation Name: _____ MAJCOM/MACOM: _____

Previous Installation Name: _____ MAJCOM/MACOM: _____

**If transfer attempts fails in Club Works due to closed account status, please submit a new application in Club Works*

IV. DUES CATEGORY CHANGE

**If you also need to update the club embossing on the card, update the new embossing in Club Works under "Members/Modify Member". Then fill out Section V. on the Chase Military Club Membership Bank Maintenance Form to request card(s).*

Circle club(s)

- DIS-ENROLL Officers Enlisted Spouse Airman Golf MWR Leaders Aero Riding Marina Other:
- ENROLL IN: Officers Enlisted Spouse Airman Golf MWR Leaders Aero Riding Marina Other:
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Plan	Frequency	Join Date <i>In Format MM/DD/YYYY</i>	Begin Date	Waive <i>√ = Yes</i>	Override	Amount <i>√ Enables amount to be entered</i>
Plan 0:	<input type="radio"/> Monthly	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Plan 1:	<input type="radio"/> Quarterly	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Plan 2:	<input type="radio"/> Semi-Annually	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Plan 3:	<input type="radio"/> Annually	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Submit

V. CLUB DUES REFUND REQUEST: (MUST be done in Club Works: Financial Transactions/Individual Transactions)
Chase Bank is not authorized to perform dues refunds. Inquiring members will be referred to the installation

Amount \$ _____ Reason for credit: _____

VI. CHANGE IN RANK OR STATUS: Update in Club Works under: Members/Modify Profile

GRADE/RANK (i.e. E3,O2) _____ MEMBER TYPE (i.e. Active Duty, Retd) _____

VII. CLOSE ACCOUNT: **New in Club Works 2.5 under: Members/Close Member! DO NOT FORWARD TO BANK**

Do not select this option if member is only PSCing to new installation. Transfer them to their new installation instead.

Card Holder Signature _____

Close MasterCard & Establish NEW Generic Chase MasterCard Account # **Not available for Private Label: 603028*
If account is in good standing: the member may apply for a new non-club/MWR MasterCard account (Bald Eagle with US. Flag). If customer qualifies for the new card, a new account will be opened & card(s) will be mailed to address on account. If moving, please update address in Club Works or have the member call Chase to update address. The old club/MWR account will be automatically closed within 30 days and any balance transferred to the new account #

Close Private Label or MasterCard Account Completely: (Account will be closed in < 24 hrs!)
Account will be closed permanently after Club Works User completes the closure and all purchase attempts will be rejected.