



Check Copy Request

Full Name	
Contact Phone Number	Member Number

I request Northrop Grumman Federal Credit Union to obtain a copy of the Check(s) listed below. I understand my ☐ Savings (Share) ☐ Checking (Draft) account will be charged a \$2.00 fee for the requested Checking (Draft) copy or a \$5.00 fee for the Requested Teller, Loan or Cashier's Check copy.

Personal Check	
Check Number	Date Check was Paid
Date Check was Written	Account Number
Check Amount	Check Made Payable to
Credit Union Issued Check	
Check Number	Date Check was Issued
Check One: <input type="checkbox"/> Loan Check <input type="checkbox"/> Official Check <input type="checkbox"/> Cashier's Check	
Account Type	Account Number
Check Payable to	Check Amount

- Check One:
- ☐ Call me when the copy is received and I will pick it up.
 - ☐ Send me a secure email to _____.
 - ☐ Mail the copy to my address on file.
 - ☐ Mail the copy to the _____ branch.

X _____
MEMBERS SIGNATURE (REQUIRED): DATE

OFFICE USE ONLY	
Received By _____	Date Received ____/____/____
Processed By _____	Date Received ____/____/____
Fee(s) Charged _____	