

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)

<input type="checkbox"/> DIS-ENROLL	Officers Enlisted Spouse Airm an Golf MWR Leaders Aero Riding Marina Other:
<input type="checkbox"/> ENROLL IN:	Officers Enlisted Spouse Airm an Golf MWR Leaders Aero Riding Marina Other:
<input type="checkbox"/> ENROLL IN:	Officers Enlisted Spouse Airm an Golf MWR Leaders Aero Riding Marina Other:

Plan	Frequency	Join Date <i>In Format MM/DD/YYYY</i>	Begin Date	Waive √ = Yes	Override √ Enables amount to be entered	Amount
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 PCSing 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.