Request to Update Account Information

1. **Complete** the information on the form that you need to have changed.
2. **Include** a copy of all legal documents required for Capital One Investing to authorize the changes.
3. **Sign** the form in the presence of a Notary Public or someone able to provide a Medallion Signature Guarantee.
4. **Send** in your forms by fax or mail.

Fax document to:
Our fax number
(Available 24hr per day)
888-389-1022

Mail document to:
Capital One Investing, LLC
PO Box 259008
Plano, TX 75025

Frequently Asked Questions

**Do I need to complete the entire form?**
No, you only need to complete the section(s) that pertain to your situation. For instance, if you are looking to change your name due to a legal name change, you do not need to fill out the section on updating your date of birth.

**What if I have more than one account to update?**
The form provides space for three accounts to be updated. If you have additional accounts that are affected, please attach an extra sheet listing the appropriate account information.

**Why do I need to provide legal documentation for this change?**
In order for Capital One Investing to authorize a name or date of birth change we must receive a copy of the legal documents verifying the change or correction. In addition, you must present the documentation and completed form to a Notary Public or person able to give a Medallion Signature Guarantee prior to being mailed to Capital One Investing.

**What is the difference between a Notary seal and a Medallion signature guarantee?**
A Medallion signature guarantee is a stamp provided by a financial institution to verify that a signature is valid. You can obtain a Medallion Signature Guarantee at a commercial bank, credit union, brokerage firm, savings association, or any financial institution who is an approved member.

A Notary seal is provided by a Notary Public, a person who is authorized by the government to verify written documents. You can usually find such a person either at a financial institution (such as a bank or credit union) or in your local phone directory.

Investment products are offered by Capital One Investing, LLC, a registered broker-dealer and Member FINRA/SIPC. Investment advisory services are provided by Capital One Advisors, LLC, an SEC-registered investment advisor. Insurance products are offered through Capital One Agency, LLC.

All are subsidiaries of Capital One Financial Corporation.
Updates cannot be made without requested proof of identification. Therefore this form MUST be signed in front of a Notary Public or person whom can provide a Medallion Signature Guarantee. All account owners must sign this form for it to be processed by Capital One Investing. You must also include a copy of required documents as noted below.

Change to Legal Name

Reason for name change:
- Change in marital status or other legal name change. **REQUIRED**: Attach a copy of marriage certificate/legal document authorizing the change.
- Fix incorrect information (name on file doesn’t match your legal name). **REQUIRED**: Attach a copy of birth certificate or Driver’s License/ID Card.

Corrected as it currently appears on the account(s):

Corrected name as it should appear on the account(s):

First Name _____________________________  Middle Initial _____________________________  Last Name _____________________________

Correction to Date of Birth

**REQUIRED**: Attach a copy of birth certificate or Driver’s License/ID Card.

Corrected date of birth as it should appear on the account(s) ________

Authorization and Signature

I/We authorize Capital One Investing, LLC to make the personal information changes/corrections detailed above on all of the accounts that I/We have listed in the Affected Accounts section of this form.

Signature _____________________________ Date ________

Signature guarantee or notary (required)

Signature (joint/custodial only) _____________________________ Date ________

Signature guarantee or notary (required)