



## Owner Address Change Request

For the owner's protection, address changes will need to be in writing with the owner's signature. If known, please provide your Owner Number with the last 4 digits of your Social Security Number or Tax ID Number. If an owner number is not known, a full Tax ID is required for verification purposes.

Please complete the required information and return this form via mail, email or fax.

Owner:	Owner Name as it Appears on check		
	Owner Number	Social Security Number/ Tax ID	
	Daytime Phone Number	Email Address	

Previous Address:	Street Address or PO Box		
	City	State	Zip Code

New Address:	Street Address or PO Box		
	City	State	Zip Code

Apply this change to my  Payment/Revenue Address  Correspondence Address

I hereby authorize Shell Trading (US) Company to make the above address change

Owner Signature (\*\*If signing on Owners behalf, provide POA or Authorization Documents) \_\_\_\_\_ Date \_\_\_\_\_

Additional Owner Signatures (If necessary) \_\_\_\_\_ Effective Date of Change \_\_\_\_\_

### Return To:

Mail: Shell Trading (US) Company  
Division Order Department  
PO Box 4604  
Houston, Texas 77210-4604

Email: [leasecustomerservice@shell.com](mailto:leasecustomerservice@shell.com)  
Fax: 281-667-3522

For Questions, please contact the Owner Relations Department 800-992-8470 or [leasecustomerservice@shell.com](mailto:leasecustomerservice@shell.com)

\*\*Please allow up to 30 days for our system to update with the change.