



1521 Lake Pointe Parkway  
Sugar Land, TX 77478  
Phone: (281) 566-8000  
Fax: (281) 566-8001

**REQUEST FOR DOCUMENTS**

DATE: \_\_\_\_\_

Kindly provide me with the following documents related to my account.

**Check all that apply:**

- Member Balance Verification Letter
- Member Verification Letter/Sponsor Letter
- Instant Account Activity Statement
- Account Statement for \_\_\_\_\_ to \_\_\_\_\_
- Document Copy
- Account research

I understand that I will be charged a fee for the request as per the rate & fee schedule. I hereby authorize you to debit my account with the necessary charges for this request.

Member's Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_