

*Your former financial institution may require a different form.*

Date: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**To Whom It May Concern:**

Please close my following accounts:

Account Type (circle one): **Checking** or **Savings**

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

Account Type (circle one): **Checking** or **Savings**

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

Account Type (circle one): **Checking** or **Savings**

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

Upon closing these accounts, send a check for the entire remaining balance to me at the address listed below:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

If you have questions about this request or require further information, please contact me at by phone at (\_\_\_\_) \_\_\_\_ - \_\_\_\_.

Your prompt attention to this request is appreciated. Thank you.

Sincerely,

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

Name (please print): \_\_\_\_\_

Joint Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Owner's Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

*Only send this form after all outstanding items have cleared and all direct deposits have been transferred.*