

# REQUEST TO CLOSE ACCOUNT

Institution Name: \_\_\_\_\_

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

**I have recently changed banks and request to close the following account(s) with your institution.  
I hereby revoke any transfers between my accounts.**

Account # to Close:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account # to Close:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account # to Close:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account # to Close:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings

All of my checks/debits have cleared the above listed accounts.

I have revoked any direct deposit authorizations and preauthorized payments from these accounts.

The following items are outstanding:

Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description
Acct #	\$	Description

Please send remaining funds to:

Address	
City	
State, Zip	

If you have any questions about this request, please call me. Thank You.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone: Day/Evening/Cell (circle one)

\_\_\_\_\_  
E-Mail Address

*Please retain a copy for your files*