

Please Close My Account.

Please be sure sufficient funds are in your old account long enough for outstanding checks and automatic withdrawals to clear.

Once these have cleared, complete and return this form to your previous financial institution for immediate processing.

Date Bank Name

Company Address

City State Zip Phone

To Whom It May Concern:

I have recently changed banks and would like to close the account listed below immediately. All transactions in the account(s) have cleared, and all automatic deposits and payments have been stopped.

Account Closure Request

Bank Name Account Number

Primary Name on Account Secondary Name on Account

Please forward all remaining funds to my attention at:

Account Balance Distribution

Name

Address

City State Zip

Please contact me if you have any questions about this request. Phone _____

Sincerely,

Signature

Name Joint Account Holder Name

Address 1 Address 2

City State Zip