

## ACCOUNT CLOSURE NOTIFICATION LETTER

Date \_\_\_\_\_  
Old Bank Name \_\_\_\_\_  
Old Bank Address \_\_\_\_\_  
Old Bank Address 2 \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

### REQUEST TO CLOSE ACCOUNT(S)

I have recently changed banks. Please close the accounts listed below and send me a check for any remaining balance(s). If you have any questions regarding this request, please do not hesitate to contact me in writing or at the telephone number provided below. Thank you for your prompt assistance.

#### ACCOUNT NUMBER(S)

#### ACCOUNT TYPE

_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market
_____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market

#### ACCOUNT OWNER INFORMATION AND AUTHORIZATION TO CLOSE ACCOUNT(S) LISTED ABOVE

Account Holder Name \_\_\_\_\_  
Co-Account Holder Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone Numbers \_\_\_\_\_  
Account Holder Signature \_\_\_\_\_  
Co-Account Holder Signature \_\_\_\_\_



PLEASE NOTE: Many companies may allow you to update this information via the internet. To reduce errors you may still fill out this form and then transfer the information to the format they would rather receive. If you have questions contact us!