

Step

4

# Close Former Account

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

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**To Whom It May Concern:**

Please close my account (account number) \_\_\_\_\_  
and send a check for the entire remaining balance to me at the address listed below.

If you have questions about this request or require further information, please contact me  
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: \_\_\_\_\_

*Send this form only after all outstanding items have cleared and all direct deposits have been transferred.*

No One Takes Better Care of *you*

