

# *Account Closing Request*

Date \_\_\_\_\_  
Former Bank's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This letter is to inform you that I have decided to close the account(s) listed below.  
Please send a check for any remaining funds in the account(s) to my address listed below.  
If you have any questions regarding this request, please contact me at the phone number  
or address listed below. Thank you.

## *Account Owner Information*

Account Owner Name \_\_\_\_\_  
Account Co-Owner Name (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Day/Evening (circle one) \_\_\_\_\_

## *Account Information*

Checking Account Number \_\_\_\_\_

Savings Account Number \_\_\_\_\_

Other Account:  
Type: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Account Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Co-Owner Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_