

# Request to Close Account

*RE: Closing Accounts*

*I am requesting that you close my account(s) at your Financial Institution. I have stopped all direct deposits and automatic payments and all checks and transactions have cleared the account(s).*

*Once the account is closed, please send a check for the remaining balance to my address. If you have any questions or need further information please contact me at the information below.*

*Thank you,*

Account Holder(s) Signature(s)

Date

## My personal information:

Name:

Address:

Phone Number:

## My accounts at your bank are as follows:

Account Type:	Account #	Account #	Account #	Account #
Checking				
Savings				
Debit Card(s)				
Safe Deposit Box				



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