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you'll ever need.**  
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### Request to Close Account

Complete this form to close out your accounts at another financial institution and request a check for the remaining balance.

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

To (Financial Institution): \_\_\_\_\_

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

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

Dear (Financial Institution] \_\_\_\_\_:

I have recently changed banks and need to close the following accounts with your institution. Below you will find any personal information you may need to aid in this process.

Primary Account Holder Name: \_\_\_\_\_

Secondary Account Holder Name: \_\_\_\_\_

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

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

Please close the accounts listed below as soon as possible.

	Checking	Savings	Money Market	Other
Account Number:	_____			
Account Number:	_____			
Account Number:	_____			
Account Number:	_____			

Please send a check in the amount of my account balance plus any accrued interest to my attention at the address on file. If you have any questions regarding this change, please call me on my daytime phone number:

Sincerely,

Primary Account Holder Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Secondary Account Holder Signature: \_\_\_\_\_

Name: \_\_\_\_\_