

## EXISTING ACCOUNT CLOSING FORM

TO:

FROM:

\_\_\_\_\_  
Bank's Name

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Customer Address

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

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

To whom it may concern:

Please close my account described below, effective today's date, as indicated and send a check for the remaining balance to the address above.

\_\_\_\_\_  
Name(s) on Account

\_\_\_\_\_  
Name(s) on Account

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

\_\_\_\_\_  
Type of Account

\_\_\_\_\_  
\$ Balance

If you have any questions, please contact me at the following number:

\_\_\_\_\_  
Phone Number

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Account Holder Signature

\_\_\_\_\_  
Date

NOTARY PUBLIC (if required by your financial institution)

(SEAL)

Signature \_\_\_\_\_

Notarized this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

Commission expires \_\_\_\_\_