

# Step 4

## CLOSE FORMER ACCOUNT

Your former financial institution may require another 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, 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: \_\_\_\_\_