

# Account Closure Request Form

Give this to your previous financial institution.

Bank/Other Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Date \_\_\_\_\_

**To Whom It May Concern:**

I am transferring my account(s) to Priority First Federal Credit Union. Please consider this as an official notice to close my account with you. I understand that I will need to make certain all my checks and automatic debits have cleared before completely closing my account(s). I have already made arrangements to switch any automatic debits and automatic deposits that I have.

**Please let me know if there is anything else I need to provide in order for you to close my account(s). My account number(s) and contact information are listed below:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Account(s) \_\_\_\_\_

Please send a check to me at the address above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make sure that you leave sufficient funds in your account long enough to cover checks, pending transactions and automatic withdrawals. After all outstanding transactions have been withdrawn, use this form to close your old account completely.