

Account Closing Request Form

Send this form to your old financial institution after all your outstanding checks have cleared, and any automatic deposits and payments have stopped.

To:

Bank/Company Name: _____

Bank/Company Address: _____

City: _____ State: _____ Zip: _____

Important Tips

- ◆ Contact your other financial institution to find out the address where you should send this form.
- ◆ Make sure your Fort Lee FCU account is active before you close your existing account.
- ◆ Keep your old account open until all deposits and deductions have been switched to your Fort Lee FCU account.

➔ Please close my account(s) below effective: ____ / ____ / ____ (date).

Account 1

Name on Account: _____

Account Number: _____

Checking Savings Money Market Other

Please send me the balance of this account.

Payable to: _____

My Address: _____

City: _____ State: _____ Zip: _____

Account 2 (if applicable)

Name on Account: _____

Account Number: _____

Checking Savings Money Market Other

Please send me the balance of this account.

Payable to: _____

My Address: _____

City: _____ State: _____ Zip: _____

Questions?

Contact Fort Lee
Federal Credit Union
Member Services:
(804) 452-0736
(800) 782-7599

If you have any questions, please call me at: (_____) _____

Signature _____ Date: ____ / ____ / ____