

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: _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> 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: _____
<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> 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: ____ / ____ / ____