

# Close Account Form

## Follow these easy steps

1. Complete, print and sign the form.
2. Send this form to your old financial institution after all of your existing activities have cleared and switched to First United Bank.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

RE: Closing My Accounts

To Whom It May Concern,

Effective on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, I am closing my account(s) at your financial institution. Please close the account(s) listed below and send a check for any remaining funds to my address below.

## Account Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Day Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_ Evening Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Checking Account Numbers: \_\_\_\_\_

Savings Account Numbers: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Authorized Signature (if needed): \_\_\_\_\_

Printed Name (if needed): \_\_\_\_\_