

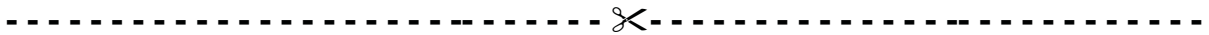
# Request to Close Account

## Instructions

Complete, print and sign this letter to close checking, savings and money market accounts at your old bank. Be sure to wait until all the checks you have written have cleared and all your automatic deductions and deposits are appearing in your new North Island Checking account. Then, send the letter to your old bank. NOTE: Penalties may apply for premature closing of time deposits (CDs), IRAs and other specialized accounts. Talk to us before you attempt to transfer such funds to North Island Credit Union. We will let you know your options.

### *For your records*

Mailed authorization to *(bank name)* \_\_\_\_\_ on  
*(date)* \_\_\_\_\_ to close my \_\_\_\_\_ account(s)  
and send any remaining balance(s) to me by check.



# Request to Close Account

To \_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Company Mailing Address*

\_\_\_\_\_  
*City, State Zip*

From \_\_\_\_\_  
*Your Name*

\_\_\_\_\_  
*Your Mailing Address*

\_\_\_\_\_  
*City, State Zip*

**Please close the following account(s) and send a check for any remaining funds to me at my current address, above:**

*Account #* \_\_\_\_\_ *Account Owners* \_\_\_\_\_

*Account #* \_\_\_\_\_ *Account Owners* \_\_\_\_\_

*Account #* \_\_\_\_\_ *Account Owners* \_\_\_\_\_

Other Information:  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your prompt attention to my request.**

*Primary accountholder signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Secondary accountholder signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Daytime Phone Number* (\_\_\_\_\_) \_\_\_\_\_ *E-Mail* \_\_\_\_\_