

Account Closing Request

Send this form to your old bank after all your outstanding checks and other items have cleared, and any automatic deposits and payments have stopped

To:

Bank/Company name _____

Bank/Company address _____

City _____ State _____ Zip _____

Please close my account(s) below effective _____ (dd/mm/yyyy)

Account 1:

Name on account _____ Account number _____

Checking Savings Money Market Other _____

Please send me the balance of this account

Payable to _____

Customer 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 _____

Customer address _____

City _____ State _____ Zip _____

If you have any questions, please contact me:

Phone Number (____) _____ Email address _____

Signature _____ Date _____

TIPS:

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



(804) 323-6800
(800) 285-6609



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