

Account Closing Letter

This form may be used to terminate/close your account(s) with your old financial institution. You will want to make sure there is a positive balance in the account(s) and it is not overdrawn.

One form will be needed for each financial institution. Please note some companies require the use of their own forms, but we'll help you complete those forms if needed. CES Credit Union will deliver, mail or fax this form for you at no charge.

Bank/Financial Institution Name: _____
(the name of the bank/FI where you are closing your accounts)

Mailing Address (if not a local institution) _____

This letter is to inform you that I/we wish to close my account(s) listed below at your institution. Please close the account(s) effective _____.
(specify date, month and year)

I/we wish to receive the funds by the manner indicated.... (select one with the proper information inserted.)

- Mail a check for the remaining balance(s) to the address listed on the account.
- Please inform me of the remaining balance and I will write a check for the balance, then close the account for me.
- Wire transfer * remaining balance(s) to my new ___ checking / ___ savings account using these instructions:
Wire Funds to: Corporate One Federal Credit Union, Routing Number: 2440 8426 4
For Further Credit: CES Credit Union, Inc., Routing Number: 244180537

Final Beneficiary: Please Reference Accountholder's Name and
CES Credit Union Account Number: _____

Thank you for your assistance in this matter.

Sincerely,

(x) _____
Signature Date

(x) _____
Joint Signature Date

Name on the account(s) to be closed: _____

The account(s) number of the accounts to be closed : _____

My street/PO address: _____

My City, State, Zip: _____

My phone number: _____