

Close Account

Date: _____

Financial Institution: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern,

Please close my account _____ (account number), and send a check for the remaining balance to me at the address listed below. If you have any questions about this request please contact me during the DAY/EVENING (circle one) at(_____) _____ (phone number).

Thank you,

Sincerely,

Signature _____

Joint Owner Signature _____

Name: _____ (print)

Joint Owner Name: _____ (print)

Address: _____

City, State, Zip: _____

Please send this to the financial institution that has your current checking and/or savings account, after you are sure all outstanding items have cleared and all automatic debits have ceased.

Automatic Payment Transfer

Date: _____

Vendor/Merchant: _____

Account #: _____

Last Payment Date: _____

Dear Account Representative,

Please note that all future automatic payments made on above noted account should be taken from my Topside Federal Credit Union account.

I understand that I need to give a notice of at least two weeks prior to the next scheduled transaction. So, I will expect the last transaction from my current financial institution, to be on the date listed above and the first transaction from Topside Federal Credit Union to be on _____.

Please consider this request, indicated by my original signature, as a formal order to forward any pending future payments/drafts to my new account as indicated below.

My Topside Federal Credit Union account information is as follows:

Topside FCU routing number: 251480398

Address: Topside Federal Credit Union, P.O, Box 519, Dahlgren, VA 22448

My Topside FCU account number: _____

Sincerely,

Please send this to the company that takes your automatic payment. (e.g. Utility Company, Insurance, etc.).