



Buckeye State BankSwitching Made Simple

ACCOUNT CLOSING REQUEST

QUICK CHECKLIST

- ▶ Open a new account at a convenient Buckeye State Bank Location

- ▶ Reconcile and balance your old account for any outstanding transactions

- ▶ Identify all automatic payments and direct deposits linked to your old account and facilitate the transfer of those services.
 - DIRECT DEPOSIT TRANSFER FORM
 - AUTOMATIC PAYMENT TRANSFER FORM

- ▶ Maintain sufficient funds in both your old and new accounts until all outstanding transactions are accounted for

- ▶ Close your old account
 - ACCOUNT CLOSING REQUEST FORM

Date Client Name

Financial Institution Name Client Address

Street Address City State Zip

City State Zip

RE: _____

Account Number

Social Security Number

To Whom It May Concern,

I would like to request that my Checking / Savings / Money Market / Certificate of Deposit / Other _____ (circle one) be closed. Please forward a cashier's check for the closing balance (plus any interest accrued, if applicable) to me at the address listed above.

If this form is not sufficient to authorize the closure of my account, please forward the appropriate authorization form to the address listed above for my signature.

Thank you for your assistance in this matter.

Client Signature Date

Joint Account Holder Signature Date

For Social Security deposit transfers, you may speed up your transfer by contacting the Social Security Administration directly at 1-800-772-1213 15 days before your expected monthly deposit.

Note: Complete and send a copy of this form for each account being closed to your old bank. Be sure to confirm all pending transactions have cleared. Keep a copy of your request for your file.