



INSTRUCTIONS FOR CLOSING ACCOUNT - WEBFORM

To close your share/savings account, the following requirements must be met:

- All loans must be paid in full. Should you wish to retain the availability to future loan benefits, your share/savings account must remain open with the required minimum balance.
- Allotments and/or direct deposits must be cancelled. Any allotments and/or direct deposits received after the account closure will be returned to your payroll office.

To close your share draft/checking or money market account, the following must be met:

- All checks issued must have cleared your share draft/checking or money market account.
- Any automatic payments such as insurance or mortgage drafts must be cancelled. Any such items received after closure will be returned "ACCOUNT CLOSED."

Please call to verify or discuss any of the above requirements. The account will be closed upon returning this letter with your authorization.

Please close my:

- Share/Savings Share Draft/Checking Money Market

Forward any balance to: (Please Print)

Name: _____

Street Address: _____

City/ST/Zip: _____

Phone: _____ Social Sec #: _____

Signature: _____ Date: _____