

## 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.***

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## 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 NSWC 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 NSWC 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 NSWC Federal Credit Union account information is as follows:

NSWC FCU routing number: 251480398

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

My NSWC FCU account number: \_\_\_\_\_

Sincerely,

\_\_\_\_\_

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