

Request to Close Account

Instructions

Complete, print and sign this letter to close checking, savings and money market accounts at your old bank. Be sure to wait until all the checks you have written have cleared and all your automatic deductions and deposits are appearing in your new Island Checking account. Then, send the letter to your old bank. NOTE: Penalties may apply for premature closing of time deposits (CDs), IRAs and other specialized accounts. Talk to us before you attempt to transfer such funds to North Island Credit Union...we'll let you know your options.

For your records

Mailed authorization to (bank name) _____ on
(date) _____ to close my _____ account(s)
and send any remaining balance(s) to me by check.



Request to Close Account

To _____
Company Name

From _____
Your Name

Company Mailing Address

Your Mailing Address

City, State Zip

City, State Zip

Please close the following account(s) and send a check for any remaining funds to me at my current address, above:

Account # _____ Account Owners _____

Account # _____ Account Owners _____

Account # _____ Account Owners _____

Thank you for your prompt attention to my request.

Primary accountholder signature _____ Date _____

Secondary accountholder signature _____ Date _____

Daytime Phone Number (_____) _____ E-Mail _____