

# Official Notice to Close Account

Date: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

To Whom It May Concern:

I am in the process of transferring my financial accounts to Partners 1st Federal Credit Union. Please accept this as my official notice to close my account with you. I have made sure all my checks and automatic debits have cleared before submitting this request and have made arrangements to switch my automatic debits and payroll for automatic deposit to Partners 1st Federal Credit Union. Please let me know if you require anything else from me before closing the following account(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail a check payable to me for the remaining balance of my account(s) to:

Partners 1st Federal Credit Union  
1330 Directors Row  
Fort Wayne, IN 46808

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

