



V I S I O N B A N K

CLOSING ACCOUNT INFORMATION

Account Name:
Account Number:
Date:

Check Applicable Accounts:
[] DDA [] Savings [] COD

Employee Closing Acct:

Request Made In: [] Person [] Letter [] Telephone (ask for written confirmation)

Customer Identification Verified? [] Yes [] No

Account Attachment Checklist:

- [] Change of Address
[] ATM/ATM Check Card Card #
[] Online Banking? If so, delete
[] Internal ACH/AFT?
[] Close out ODP - collect payoff
[] SDB? Auto Payment?
[] IOLTA/Housing RE Trust?
[] Loans here - any automatic payments?
[] External ACH/Direct Deposit? - Customer will need to notify Company

Reason For Closing: [] Moved [] Divorced [] Death [] Lost Checkbook [] Inactive Account
[] Loan Request Denied [] Unfavorable Rate/Fee [] Dissatisfied with Bank (explain below)
[] Closed by Bank [] Excessive ODS [] Unknown [] Rollover/Transfer
[] Other:

Closed Account Worksheet

Account Balance: \$ +
Accrued Interest: \$ +
Fed Tax Withheld: \$ -
Outstanding Checks: \$ - (list below)
Total Due Customer: \$
Are There Any Holds? [] Yes [] No (check reason, may need to have hold removed or keep hold amount in account)
Is it a business checking account? [] Yes [] No

[] Internal Transfer [] Cashier Check [] Cash Out [] Deposit Received to Close (on NSF accts)

Special Instructions:

Outstanding Checks: Please List Check # and amount:

Table with 6 columns: #, \$, #, \$, #, \$ for listing outstanding checks.

Signature of Account Owner

Date