

**None Suffer Lack Federal Credit Union**  
**CLOSED ACCOUNT(S)**

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

Acct # \_\_\_\_\_

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

Debit Card: Yes  No

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

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

Telephone # (s) \_\_\_\_\_

**Reason For Closing Account(s): Choose one**

- |                                                |                                            |                                          |
|------------------------------------------------|--------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Moving From Area      | <input type="checkbox"/> Multiple Accounts | <input type="checkbox"/> Need Funds      |
| <input type="checkbox"/> Investing Elsewhere   | <input type="checkbox"/> Transfer          | <input type="checkbox"/> No ATM          |
| <input type="checkbox"/> Inconvenient Location | <input type="checkbox"/> Rates             | <input type="checkbox"/> Dormant Account |

Other Explanation: \_\_\_\_\_

**Account(s) Closed**

- |                                                |                                            |                                      |
|------------------------------------------------|--------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Regular Share Savings | <input type="checkbox"/> Next Generation   | <input type="checkbox"/> Gas Rewards |
| <input type="checkbox"/> Share Draft Checking  | <input type="checkbox"/> Budget in Advance | <input type="checkbox"/> Certificate |

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

<i>Office Use Only:</i>	YES	NO
<b>SHARE DRAFT ACCOUNT PROCEDURES</b>		
Have all member's checks cleared the account?	<input type="checkbox"/>	<input type="checkbox"/>
Have all debit card transactions cleared the account?	<input type="checkbox"/>	<input type="checkbox"/>
Disable Bill pay feature.	<input type="checkbox"/>	<input type="checkbox"/>
Collect/Disable Visa Check Card.	<input type="checkbox"/>	<input type="checkbox"/>
<b>REGULAR SHARE ACCOUNT PROCEDURES</b>		
Print history screen (30 days) and review with member.	<input type="checkbox"/>	<input type="checkbox"/>
Review account history for date & amount of the last check deposit.	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the last deposit was recent, contact bank for clear date.</i>		
Does the member have funds directly deposited or withdrawn from the account?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If so, direct member to contact those companies to cancel.</i>		
Does the member have auto transfers from this account to other accounts?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If so, have member restructure or cancel them.</i>		
Have any checks been cashed on the account in the last 15 days?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, the member must wait 15 days past the last check cashed</i>		
After ID has been checked proceed with closing the account.	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the Regular Share Account is being closed, all other suffixes must be closed.</i>		
Verify and update member's address and phone number for their last statement.	<input type="checkbox"/>	<input type="checkbox"/>
Disable online banking.	<input type="checkbox"/>	<input type="checkbox"/>
Pull account card. <i>Only pull if the entire account relationship is being closed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Comments: MSR _____ Verified By _____		