

Account Closing Request Instructions

Before sending the Account Closing Request Form:

1. Check with your former bank to make sure that no additional information or forms are required.
2. If multiple accounts are involved, please complete a form for each account.
3. Inquire about any possible penalties with respect to early withdrawal before you close the account. If the account you are closing is a Certificate of Deposit (CD) it is important to check the maturity date. You may want to delay the switch of a CD to avoid penalties.
4. Verify that all checks and automatic payments have cleared prior to submitting the Account Closing Request Form.
5. Be sure that all automatic transactions have made the switch to your new **FNB Checking Account** prior to submitting the Account Closing Request Form.

After you've sent the Account Closing Request Form:

1. Check account statements from your former bank to verify that accounts have a zero balance and have been closed.
2. Enjoy your new **FNB Checking Account** and all the great services that **First National Bank** has to offer.

Simple**Switch**Kit

Switching to *First National Bank* has never been simpler!

Account Closing Request Form

Date:

Bank Name:

Address:

City, State, Zip

Primary Account Holder:

Name:

Address:

City, State, Zip

Secondary Account Holder:

Name:

Address:

City, State, Zip

RE: Account Number

☐ Checking ☐ Savings ☐ Other

Attention: Account Services

Please accept this letter as my official authorization to close my account with your institution.

Please send a check in the amount of my account balance, if any, to my attention at the address you have on file. If you have any questions regarding this matter please call me at my daytime phone number: _____.

Thank you for your prompt assistance.

Sincerely,

Customer Signature

Since 1956, Standing the test of time.....