

CLOSURE CHECK LIST

- Make sure all checks have cleared on your checking account. Give your Bank of Advance teller a copy of your last bank statement so automatic deposits, withdrawals and bill payment items can be identified.
- Make certain enough funds are available in your old account for transactions that may still need to be withdrawn. See **Account Balance Worksheet**.
- Send a **Direct Deposit Change Request** to all of your direct deposit vendors (payroll, social security, CD interest payments, etc). Use the **Deposit & Payment Checklist** to make sure all of your direct deposits get redirected to your new account
- Send an **Automatic Withdrawal Change Request** to all vendors/companies you want to continue to generate automatic withdrawals from your new account. Use the **Deposit & Payment Checklist** to make sure all of your automatic payments get redirected to your new account.
- Send the **Account Closing Request** to the financial institution where you are closing the account.
- Destroy any remaining checks, Debit cards or ATM cards.
- Print your current online bill payment information so we can help you set up payments in our Online BillPay.

ACCOUNT BALANCE WORKSHEET

Now that you are a *Bank of Advance* customer it is okay to close your old account. Begin with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form.

1) Enter your current balance on your account statement \$ _____.

2) List the amounts of the deposits made since your last statement.

Date	Amount

Enter the total amount of the deposits +\$ _____

3) Subtotal by adding steps 1 and 2. =\$ _____

4) List all outstanding debits.

All checks, transfers, withdrawals that do not appear on your statement.
(Include any debit card purchases, ATM withdrawals, automatic debits and any other fees.)

Date	Amount

Enter the total amount of the debits -\$ _____

5) Subtract step 4 from step 3.

This amount should match your checkbook register balance.
 =\$ _____

(Note: All pending transactions must be cleared before the account is closed.)



DIRECT DEPOSIT CHANGE REQUEST

Date:

Company Making Direct Deposit:

Street Address:

City, State & Zip:

You are currently depositing my (paycheck, Social Security check, retirement check, CD interest check, or other _____) in whole or in part or you are making a payment into the following account:

Old Bank Name:

Old Bank Routing Number:

Old Bank Account Number:

I have opened a new account at the Bank of Advance. Please direct my

Existing Direct Deposit

New Direct Deposit

To the following Bank of Advance Account:

Bank of Advance Routing Number: 081506523

Bank of Advance Checking Account Number:

I have attached a deposit slip to verify the new account information.

Signature:

Printed Name:

Phone Number:

Employee ID (if required):

Street Address:

City, State & Zip:

Social Security Office phone number: 800-772-1213 (customer must be present)

The Bank of Advance logo features a stylized blue 'A' icon on the left, composed of several curved lines. To the right of the icon, the text 'Bank of Advance' is written in a bold, sans-serif font.

www.bankofadvance.com

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AUTOMATIC WITHDRAWAL CHANGE REQUEST

Date:

Company Making Withdrawal:

Street Address:

City, State & Zip:

I have changed financial institutions to **The Bank of Advance**. You are currently withdrawing \$_____ (or paying my current bill amount) from the following account:

Old Bank Name:

Old Bank Routing Number:

Old Bank Account Number:

For (*Payment Reason*):

On (*Approximate Date of the Month*):

Please stop making withdrawals from this account on _____ (*date*) and start making them from the following **Bank of Advance** account:

Bank of Advance Routing Number: 081506523

Bank of Advance Checking Account Number:

I have attached a voided check to verify the new account information.

Signature:

Printed Name:

Phone Number:

Employee ID (If required):

Street Address:

City, State & Zip:

Bank of Advance

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DEPOSIT & PAYMENT CHECKLIST

To make the process easier, we've provided the following checklist to make sure all of your direct deposits and automatic payments get redirected to your new *Bank of Advance* account.

DIRECT DEPOSITS

- Payroll Direct Deposit
- Government deposits
- Brokerage deposits
- Transfers from other bank accounts
- Child Support
- Other court issued deposits
- Other deposits

UTILITY PAYMENTS

- Gas
- Electric
- Local/long distance telephone service
- Cellular phone service
- Water
- Cable or satellite TV
- Other

OTHER PAYMENTS

- Insurance
- Internet service
- Loans
- Mortgages
- Auto loans
- Other loans
- Account transfers to other bank accounts
- Child Support or court issued payments

ACCOUNT CLOSING REQUEST

Date:

Bank Name:

Street Address:

City, State & Zip:

To Whom It May Concern:

Please close the following account(s) with your institution:

Account # Checking Savings Money Market Other

Account # Checking Savings Money Market Other

Account # Checking Savings Money Market Other

Account # Checking Savings Money Market Other

If you have any questions about this request, please contact me as soon as possible at the following phone number. Thank you for your prompt attention.

PHONE NUMBER

Sincerely,

PRIMARY ACCOUNT HOLDER:

Printed Name

Signature

SECONDARY ACCOUNT HOLDER:

Printed Name

Signature

PLEASE MAIL AN OFFICIAL BANK CHECK FOR THE TOTAL BALANCE (PLUS ANY INTEREST ACCRUED, IF APPLICABLE) MADE PAYABLE TO THE FOLLOWING:

Name:

Street Address:

City, State & Zip: