

Close Account Request

For closure of entire account, single suffix/certificate, or access to LOC/Credit Card. Must close IRAs/SDBs separately.

- Form must be signed by an Account Owner / Signer (will not be accepted if signed with electronic signature).
- Fees / Overdrafts / Collections must be paid to KFCU prior to closing. Refer to Collections Dept., as applicable.
- For accounts not closed in person (mail, fax, or email), include copy of ID. Funds will be mailed in the form of a Cashier's Check made payable to the owner(s) of the account (exactly as account is titled).
- Legal documents for special account types/situations may be required, as applicable to account/situation (refer to FRC).

Preparation List for Closing Account: Account may be closed when applicable items with ✓ are complete.



- Direct Deposits redirected to another account ✓
- Checks / Drafts / Debits cleared ✓
- Safe Deposit Box paid to date and closed ✓
- Credit Card/Loans/Outstanding fees/Debts paid in full ✓
- Online Banking / Bill Pay shut down ✓
- Cancel external loan payments (from other institutions) ✓
- ATM / Debit Card(s) destroyed or returned to KFCU
- Destroy unused checks (may bring to KFCU to shred)

Member Name(s): _____ Account #: _____

(Address must be current for the mailing of closing statement and remaining funds, if applicable.)

Address on File is Current (do not complete below)

Change Address to the following (complete below):

Address: _____ City: _____

State/Country: _____ Zip Code: _____ Ph. # w/Area Code: _____

Close Entire Account (Includes all suffixes, certificates, credit products, and Main Share. IRA's/SDB's require other forms.)

Please Close Only the Following:

Credit Card(s) : _____ Line of Credit : _____
 (Closing a Credit Card/ LOC stops the use of the product; if a balance is owed, payment must continue to be made until paid in full)

- I have completed all required items listed above to prepare for closing my account or requested service.
- I understand my signature below will be verified with the signature on file, as well as the identification I will include.
- I am aware that KFCU assumes no liability for outstanding checks, direct deposits or electronic drafts presented against my account after it is closed and all checks/drafts and direct deposits will be returned with a "Closed Account" description.
- **I will assume full liability for any valid plastic card transaction charged to the account after closing the account.** I understand that I am responsible for plastic card transaction(s), credit or debit, presented after closing this account and that these transactions may be charged to my account, even if the account must be re-opened.
- **I am aware that, with full closure of this account, credit cards and lines of credit will be closed to access.**
- **I am aware all loans, credit cards, fees, outstanding debts and/or Safe Deposit Box rental/fees must be paid in full before the entire account can be closed.** If there is a balance owed/being paid on any loan/credit product, fees or debts unpaid, or an open Safe Deposit Box, the Main Share (savings) account must remain open with the minimum par share balance, per owner. *

Member Signature: _____ Date: _____

KFCU Use Only Receiving Employee: Mark applicable items below and forward copies, as applicable.

- Sent copy via Card Svcs. Mtc. ticket for Credit Card closure, if applicable
- Sent copy via Loan Mtc. ticket to Consumer Loan Processing for LOC closure, if applicable
- Rec'd in Person
- Rec'd by Mail, Fax or Email Receiving Employee # _____ Quality Control by # _____