



# BrentwoodBank Close Previous Account Form

To whom it may concern:

I have recently switched to Brentwood Bank and wish to keep the remaining funds indicated for outstanding checks and debits and then close the account after everything has cleared. Thank you for your assistance.

Account to close

Primary name on account

Joint owner name

Account #

Account Type  Checking  Savings  Money Market

Please keep \$  in funds in my account for any outstanding checks and debits

until  (mm/dd/yyyy).

Mail any remaining funds via a cashier's check to:

Mailing address

Name

Address

City, State, Zip

Please close this account effective:  immediately  beginning  (mm/dd/yyyy).

If you have any questions, please call me at:  (555-555-5555).

X  
Primary owner signature \_\_\_\_\_ Date \_\_\_\_\_

X  
Primary owner signature \_\_\_\_\_ Date \_\_\_\_\_

*If this is a joint account, the co-owner of the account will also need to sign the letter.*