

STEP 3: Close Your Present Checking Account



Once you have opened your new First City Bank checking account, fill out this form and send it to your previous checking account provider. This insures that your other checking account will be closed. Be certain to leave enough in the account to cover outstanding checks that you have written on this account.

Name: First _____ Middle _____ Last _____

Address _____ City _____ State _____ ZIP _____

Work Phone () _____ ext. _____ Home Phone () _____



Please Close My Account

Name of Previous Financial Institution

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Account Number to be closed

Please Transfer My Checking Balance:

Transfer the balance of my checking account to my new First City Bank Account:

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New First City Bank Account Number

063205664

First City Bank Routing Number

I am in the process of transferring my account(s) to First City Bank. Please consider this an official notice to close my account(s) with you. I understand that I will need to make sure that all my checks and automatic payments have cleared before completely closing my account(s). I have already made arrangements to switch my direct payroll deposit and automatic debits. Please notify me of anything else that you need before closing my account(s) or if I need to fill out any additional forms specific to your institution.

Signature _____ Date _____

**Make copies of this form as needed*