



Closing Account Form



Checking Savings

Branch # _____

Account Number _____ Amount \$ _____ Date _____

Cash _____ Check Number _____ Transfer To _____

Forwarding information for documents after closure:

Name: _____

Address: _____

Phone Number: _____

X _____
Signature

_____ Last 4 Digits of SSN

If you would like to tell us about your experience with Cincinnati Federal, we encourage you to write any comments here:

Office Use Only:

PLEASE NOTE: This document is required for every closed account.

Check off all boxes below prior to closing.

- Scanned form to Operations**
- Verify the person closing the account has the right to do so. Ensure you have all signatures required, if multiple.
- Check for any and all overrides, lockouts or messages on the account AND customer.
- Ensure all funds are available and there are no holds placed.
- Remind the customer to contact any entity to remove any ACH items that may be going into or out of the account.
- After closing, update the computer with all information given.

If closing a Checking Account:

- Check to see if there are multiple debit cards on the account.
- Check every debit card linked to the account by viewing the Holding Maintenance screen to see if there are any outstanding transactions. If there are any outstanding transactions, they cannot close the account yet. They must wait until everything has cleared.
- If there is nothing outstanding, continue closing the account. The debit card will automatically close.

If closing a Savings Account:

- For Passbook Savings Accounts: Passbook must be present or a Lost Passbook Affidavit must be signed/notarized by all owners.
- For Statement Savings Accounts: If an ATM Card is attached, the card will automatically close.