



Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dear Account Representative,

I am in the process of changing my account(s) over to Scott Credit Union. Please allow this letter to serve as my official request to close my account(s) with you.

I understand that my account cannot be closed until all pending transactions have been completed. I have arranged to switch my direct deposits and automatic withdrawals to my new account(s) with Scott Credit Union.

My account information is listed below. Please let me know if you need any additional information.

Name on Account	Account Number

Please mail the final balance(s) in the form of a check made payable to:

Scott Credit Union  
For benefit of: \_\_\_\_\_ (member name)  
101 Credit Union Way  
Edwardsville, IL 62025

Sincerely,

(member signature required)