



# Authorization to Close Account

Updated: February 2024

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Close ALL Accounts \_\_\_\_\_ Close \_\_\_\_\_ account only

Date of Last VISA CHECKCARD/ATM Transaction \_\_\_\_\_

**NOTE: VISACHECKCARD/ATM will be CANCELLED**

**Please read the following statements and initial the blanks:**

\_\_\_\_\_ There are no outstanding checks drawn against my account.

\_\_\_\_\_ There are no Mortgage Loans on the account.

\_\_\_\_\_ I understand my account will be assessed a \$5.00 service charge if the closure date is within six (6) months of the date my account was opened.

\_\_\_\_\_ I understand that if I have a safe deposit box, I will have to close the box and surrender both keys.

\_\_\_\_\_ I understand if I am no longer in the field of membership, I may not be eligible to re-open this account. It is also my responsibility to stop all Direct Deposits and automatic drafts associated with this account. If checks are presented against my account after it has been closed, Greater Texas Credit Union reserves the right to return any or all these checks.

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

Reason: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

---

**TO BE COMPLETED BY CREDIT UNION STAFF ONLY**

\_\_\_\_\_ Close VISA Check Card/ATM

\_\_\_\_\_ Loans (Contact Loan Department IMMEDIATELY)

\_\_\_\_\_ VISA Credit Card (balance must be **zero** or member savings must remain \$5.00)

\_\_\_\_\_ Check Notes for outstanding checks, fees, or charge-off information

\_\_\_\_\_ Close out Bill Pay account within Allied System

\_\_\_\_\_ Restrict Automated Access

Identification: \_\_\_\_\_ Closing balance: \_\_\_\_\_

Cash to mbr \_\_\_\_\_ Cashier's Ck to mbr \_\_\_\_\_ Transfer to acct# \_\_\_\_\_

Employee Signature and Operator# \_\_\_\_\_