



**Lytle State Bank**

Member FDIC

**REQUEST TO CLOSE ACCOUNT**

To Whom It May Concern:

Please close my account described below. All transactions have cleared the account(s) and all direct deposits and/or automatic payments have been stopped.

\_\_\_\_\_  
Name on Account

\_\_\_\_\_  
Joint Account Holder Name

\_\_\_\_\_  
Balance to Close Account

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Type of Account

- No disbursement of this account is necessary.
  - This account has a zero balance
  - I have written a check to complete all activity and have deposited it to my new financial institution.
- Please prepare a bank check for the balance of my account, payable to:

\_\_\_\_\_, for the benefit of \_\_\_\_\_ (insert the name of your new account ).

Mail Check to: \_\_\_\_\_

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

\_\_\_\_\_

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_  
Thank you for your immediate attention in this matter.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Joint Account Holder Signature

