

## Close Account Request

For closure of entire membership or access to Line of Credit or Credit Card. IRAs/SDBs are closed separately and require other docs.

- **Form must be signed by an Account Owner / Signer.**
- **Fees / Overdrafts / Collections must be paid to KCU prior to closing** (refer to Account Resolution Dept., as applicable).
- **Accounts by mail, fax, or email MUST include copy of ID.** Funds will be mailed in the form of a Cashier's Check made payable to the owner(s)/name/title of the account, exactly as account is titled.
- Legal documents for special account types/situations may be required, as applicable to account/situation (refer to Legal).

**Member Preparation List for Closing Account:** Account may be closed when applicable items with ✓ are complete.



- |   |   |
|---|---|
| • Direct Deposits redirected to another account ✓         | • Online Banking / Bill Pay shut down ✓                     |
| • Checks / Drafts / Debits cleared ✓                      | • Cancel external loan payments (from other institutions) ✓ |
| • Safe Deposit Box paid to date and closed ✓              | • ATM / Debit Card(s) destroyed or returned to KCU ✓        |
| • Credit Card/Loans/Outstanding fees/Debts paid in full ✓ | • Destroy unused checks (may bring to KCU to shred) ✓       |

**Member Name(s):** \_\_\_\_\_ **Account #:** \_\_\_\_\_

*(Address must be current for the mailing of closing statement and remaining funds, if applicable.)*

- Address on File is Current (do not complete below)       Change Address to the following (complete below):

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

State/Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Ph. # w/Area Code: \_\_\_\_\_

- Close Entire Account/Membership** (All suffixes, certificates, credit products, and SDB must be closed to close Main Share)  
*NOTE: IRA's/SDB's require other forms for closure.*

**Close Only the Following:**

- Credit Card #: \_\_\_\_\_       Line of Credit suffix: \_\_\_\_\_

*(Closing a Credit Card/LOC stops the use of the product. If a balance is owed, payment must continue to be made until paid in full.)*

- I have completed all required items listed above to prepare for closing my account or requested service.
- I understand my signature below will be verified with the signature on file, as well as the identification I will include.
- I am aware that KCU assumes no liability for outstanding checks, direct deposits or electronic drafts presented against my account after it is closed, and all checks/drafts and direct deposits will be returned with a "Closed Account" description.
- **I will assume full liability for any valid plastic card transaction charged to the account after closing the account.** I understand that I am responsible for plastic card transaction(s), credit or debit, presented after closing this account and that these transactions may be charged to my account, even if the account must be re-opened to do so.
- **I am aware that, with full closure of this account, credit cards and lines of credit will be closed to access.**
- **I am aware all loans, credit cards, fees, outstanding debts and/or Safe Deposit Box rental/fees must be paid in full before the entire account can be closed.** If there is a balance owed/being paid on any loan/credit product, fees or debts unpaid, or an open Safe Deposit Box, the Main Share (savings) account must remain open with the minimum par share balance, per owner.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KCU Use Only** Receiving Employee: Mark applicable items below and forward copies, as applicable.

- Sent copy via Card Svcs. maintenance ticket for Credit Card closure, if applicable
- Sent copy via Loan maintenance ticket to Consumer Loan Processing for LOC closure, if applicable
- Rec'd in Person
- Rec'd by Mail, Fax or Email      Receiving Employee # \_\_\_\_\_      Quality Control by # \_\_\_\_\_