



# REQUEST TO CLOSE ACCOUNT

PRIMARY OWNER OR BUSINESS NAME: \_\_\_\_\_

SHARE SAVINGS ACCOUNT OR MEMBER NUMBER (if closing the entire membership): \_\_\_\_\_

SSN/EIN (used for account search) : \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

### PLEASE BE AWARE OF THE FOLLOWING:

The Primary Share Savings account must remain open to benefit from any other Credit Union Services. All loans, credit cards or lines of credit must be satisfied and closed if closing entire membership. In addition, if the entire membership is closed within 6 months of opening, a \$25 early closure fee will be charged.

REASON FOR CLOSING ACCOUNT: \_\_\_\_\_

### SAVINGS ACCOUNTS TO CLOSE:

Primary Shares: # \_\_\_\_\_  
Additional Savings: # \_\_\_\_\_  
Grow Green Savings: # \_\_\_\_\_  
Money Market Savings: # \_\_\_\_\_  
Certificate of Deposit: # \_\_\_\_\_  
Retirement or Other: # \_\_\_\_\_

### CHECKING AND LOAN ACCOUNTS TO CLOSE:

Free Checking: # \_\_\_\_\_  
Incentive Checking: # \_\_\_\_\_  
Seniority Checking: # \_\_\_\_\_  
Business Checking: # \_\_\_\_\_  
Other Checking: # \_\_\_\_\_  
Loan Account or Other: # \_\_\_\_\_

CLOSEOUT WITHDRAWAL: CASH: \$ \_\_\_\_\_ TRANSFER TO: # \_\_\_\_\_ \$ \_\_\_\_\_

OFFICIAL CHECK: # \_\_\_\_\_ \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

You may return this form along with proof of identity any of the following ways:

Mail: PO Box 4900 Orlando, FL 32802 | Email: [FSR@InsightCreditUnion.com](mailto:FSR@InsightCreditUnion.com) | Fax: 407.838.0702

In Person: For a list of our branch locations visit [www.insightcreditunion.com](http://www.insightcreditunion.com) | Questions: 407.426.6000 or Toll-Free 888.843.8328

### CREDIT UNION USE ONLY

COMPLETED BY:		QUALITY CONTROLLED BY:	
EMAIL CARD SERVICES – CREDIT IF CLOSING CREDIT CARDS: <input type="checkbox"/>		EMAIL BILL PAYER GROUP: <input type="checkbox"/>	CLOSE SAFE DEPOSIT BOX: <input type="checkbox"/>
EMAIL LOAN MAINTENANCE IF CLOSING LINE OF CREDIT: <input type="checkbox"/>		INACTIVATE ALL APPLICABLE AGREEMENTS: <input type="checkbox"/>	