

Account Closing Request

► **Open** a new account at The Ohio State Bank

► **Reconcile** your old account for any outstanding items

► **Identify** all automatic payments & direct deposits associated with your old account and communicate your new bank account number & routing number (044102524) using our Automatic Payment Request Form

► **Maintain** sufficient funds in your old account until all outstanding transactions have posted

► **Close** your old account

For Social Security
Contact Social Security Mon-Fri (7am-7pm) with your new bank information at: (800) 772-1213 or online (if you have a password) www.ssa.gov



Date

Name

Address

Financial Institution

Account Number

To Whom It May Concern:

I would like to close my:

Checking Savings Money Market CD Other

Please forward a cashier's check for the closing balance at the address listed above.

Thank you,

Account Holder Signature

Joint Account Holder Signature

Notary Signature

Complete this form and send a copy for each account being closed. Be sure all outstanding transactions have posted to your account before closing.