



## CLOSED ACCOUNT CHECKLIST

Member # \_\_\_\_\_ Name \_\_\_\_\_

- I. Please indicate type(s) of account(s) being closed:  
Savings \_\_\_\_\_ Share Draft \_\_\_\_\_ Other \_\_\_\_\_
- II. If any, have you cancelled your Direct Deposits or Payroll Deductions? Y N
- III. Do you have a VISA Debit card or ATM card for your account? Y N  
If you answered yes, have all transactions posted to your account?
- IV. Do you have any outstanding checks on your account? Y N
- V. Do you have any Automated ClearingHouse (ACH) transactions authorized for your account? Y N  
If so, have you contacted all companies involved?

By signing below I am authorizing Planites Credit Union to close my account(s), and I agree with the questions answered above.

Member's Signature X \_\_\_\_\_

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### FOR CREDIT UNION USE ONLY

- a. Pull membership card/account agreements.
- b. Verify cancellation of P/R Deductions/Direct Deposit.
- c. Cancel ATM/Debit card on STAR.
- d. Notify Members United for closed checking accounts.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_