

## AUTHORIZATION TO CLOSE ACCOUNT

Instructions: Complete this form to close your accounts at other financial institutions and have funds transferred to your Building Trades Credit Union account. Print one authorization for each financial institution where you have accounts. Remember to destroy and recycle old checks and destroy your old ATM and debit cards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: \_\_\_\_\_

Account Holders Names: \_\_\_\_\_

Please also send a check for the remaining balance(s) to my new account at:

**Building Trades Credit Union**

12080 73rd Avenue North  
Maple Grove, MN 55369

**Routing Number:** 291074719    Account Number: \_\_\_\_\_     Checking    or     Savings

I have also made arrangements to discontinue the direct deposit and automatic payments from my account(s) with your financial institution.

If you have any questions about this request, please contact me at \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip