



Cooperative Federal

1816 Erie Blvd East · Syracuse, NY 13210
(315)471-1116 · www.coopfed.org

Member Request to Close Account

Before closing an account, verify all loans and mortgages have been paid in full. See Notes and Alerts for additional open mortgage information.

Member Number _____ Date _____

Primary Account Owner (please print) _____

Joint Owner(s) (please print) _____

If the account is jointly owned, ALL account owner signatures are required to close the account. A signed, dated letter can be provided in lieu of this form.

Reason for closing account(s) _____

Draft/Checking Accounts:

- All direct deposits and withdrawals have been stopped by member
- All written checks & approved Visa transactions have cleared the account
- Shred unused checks for member (if possible)
- Destroy Visa Check Card(s)
- Close Visa Check Card(s)

Share/Savings Accounts:

- All sub accounts are closed (other savings, checking, certificates, IRA accounts)

Transfer all funds from other share, draft & investment accounts to primary share, disburse funds & close account on Keystone. **To close an IRA account, refer the member to the credit union IRA Representative to handle.**

All loans, Lines of Credit and Credit Cards, must show \$0 balance owed and \$0 available:

- If a loan is being paid in full with a check, a 14 day waiting period applies before the account can be closed. However, the member(s) should complete this “request to close account” form and the account will be closed after the 14 day waiting period. Loan department must also change LOC limits to \$0.

- Our loan department will change credit limit to \$0 and verify the Credit Card balance owed. The balances shown on Keystone are not “real time” so are not current.

I understand that I will no longer be a member of Syracuse Cooperative Federal Credit Union by closing this account, unless I am the owner of another open account.

Primary Member Signature _____ Date _____

Joint Member Signature(s) _____ Date _____

Cooperative Federal Staff Signature: _____ Date _____

- Use Closing / CL transaction type to complete account closure**