



## ACCOUNT CLOSING LETTER

TO: \_\_\_\_\_  
(Bank, Credit Union, etc. **Name**)

FROM: \_\_\_\_\_  
(Primary Account Holder) (Secondary Account Holder)

ADDRESS: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

**Please close the following account(s) with your institution:**

Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Money Market <input type="checkbox"/>	Other <input type="checkbox"/>
Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Money Market <input type="checkbox"/>	Other <input type="checkbox"/>
Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Money Market <input type="checkbox"/>	Other <input type="checkbox"/>

Please send any funds remaining in these accounts to:

☐ the address shown above ☐ the following address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

Primary account holder signature: \_\_\_\_\_

Secondary account holder signature: \_\_\_\_\_

Date: \_\_\_\_\_



## DIRECT DEPOSIT CHANGE REQUEST

Date: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name) (Social Security Number)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

### RE: Change of Direct Deposit Routing

Please discontinue sending my automatic direct deposit to account # \_\_\_\_\_  
(checking)

and/or \_\_\_\_\_ with \_\_\_\_\_  
(savings) (Financial Institution)

Please begin sending the same deposit to Memphis City Employees Credit Union. Memphis City Employees Credit Union's routing information is:

Memphis City Employees Credit Union  
2808 Avery Avenue  
Memphis, TN 38112  
Transit/ABA# **284084208**

Deposit instructions:

- ☐ Deposit entire amount to checking account # \_\_\_\_\_
- ☐ Deposit \$ \_\_\_\_\_ to savings account # \_\_\_\_\_  
and the remainder to checking account # \_\_\_\_\_
- ☐ Deposit \$ \_\_\_\_\_ amount to checking account # \_\_\_\_\_

I authorize above listed entity to initiate deposit of my funds to my Memphis City Employees Credit Union checking or savings Account; Memphis City Employees Credit Union to credit entries to my account(s). This authorization to remain in effect until I send written notice of change or cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DIRECT DEPOSIT REQUEST

Date: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Social Security Number)

ADDRESS: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

Please begin sending my direct deposit to Memphis City Employees Credit Union. Memphis City Employees Credit Union's routing information is:

Memphis City Employees Credit Union  
2808 Avery Avenue  
Memphis, TN 38112  
Transit/ABA# **284084208**

Deposit instructions:

☐ Deposit entire amount to checking account # \_\_\_\_\_

☐ Deposit \$ \_\_\_\_\_ to savings account # \_\_\_\_\_

and the remainder to checking account # \_\_\_\_\_

I authorize above listed entity to initiate deposit of my funds to my Memphis City Employees Credit Union checking or savings Account; Memphis City Employees Credit Union to credit entries to my account(s). This authorization to remain in effect until I send written notice of change or cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AUTOMATIC PAYMENT AUTHORIZATION

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Phone Number)

Financial Institution: Memphis City Employees Credit Union Transit/ABA# **284084208**

Financial Institution Address: 2808 Avery Avenue, Memphis, TN 38112

Memphis City Employees Credit Union Account Number\*: \_\_\_\_\_ ☐ Checking Account ☐ Savings Account

Vendor Account Number: \_\_\_\_\_

I (we) authorize \_\_\_\_\_ (vendor name) and City of Memphis Credit Union to initiate variable entries to my checking/savings. This authorization will remain in effect until I notify in writing to cancel it in such time as to afford a reasonable opportunity to act. Also I agree that I remain obligated to pay for these services in the event that a charge to my account is dishonored, for whatever reason, and that retains its normal collection rights.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Signature: \_\_\_\_\_  
(if joint account):

**\*Some vendors require that you include a voided check or deposit slip with this form when sending to vendor.**



## AUTOMATIC PAYMENT TRANSFER LETTER

Date: \_\_\_\_\_

Dear \_\_\_\_\_  
(Name of Vendor)

I am writing to inform you of a change in my banking relationship concerning my account number \_\_\_\_\_. I currently have my \_\_\_\_\_  
(Name of Vendor)  
payment automatically withdrawn from my checking/savings account # \_\_\_\_\_  
at \_\_\_\_\_ on the \_\_\_\_\_ of the month.  
(Financial Institution) (1<sup>st</sup>/15<sup>th</sup>)

**I would like to transfer these monthly transactions to my new financial institution, Memphis City Employees Credit Union, and submit this letter as written notification of that intention.**

I understand that I need to give you at least two weeks notice prior to the next scheduled transaction.

Therefore, I expect the last transaction from \_\_\_\_\_  
(Financial Institution)  
to be the one dated \_\_\_\_\_ and the first one from Memphis City Employees Credit  
(Date of last transaction)  
Union to be dated \_\_\_\_\_.  
(Date of last transaction)

Thank you for your prompt attention to this request. I have enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my Memphis City Employees Credit Union account.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Phone Number)