



Citizens First Bank

Banking with people.

Instructions to Complete the Notice to Close Account Form

Once all of your items (checks, automatic payments, automatic deposits, etc.) have cleared your current account, follow the instructions below to close that account at your current bank.

For checking accounts, keep in mind that some banks charge a fee for disbursing the funds remaining in the account. To avoid this fee, write a check for the remaining balance and deposit it into your new Citizens First Bank account. Then complete the attached *Notice to Close Account* form ("Form") and present or mail it to the other bank. Send this Form as soon as all items have cleared to avoid any applicable service charges.

Instructions:

1. Enter the current bank's contact information.
2. Enter your personal information (name, address, phone number).
3. Enter the information about your current bank account (indicate the appropriate type of account and your account number).
4. Print, sign and mail the completed Form to the other bank.

See next page for Form.

Notice to Close Account

To: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

From: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

To Whom It May Concern:

Effective immediately, please close the following account:

Account Number: _____

Account Type: Checking Savings Money Market Account

Thank you.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____