

## Account Closing Request

Use this form to request that your account(s) be closed at your former bank and any remaining funds sent to you. Prior to closing your accounts, ask your former bank if there are any fees associated with closing your account. Also, remember to keep enough funds in your account until your last check has cleared. You can also visit your former bank to close out your accounts.

To: \_\_\_\_\_

This letter informs you that I/we would like to close the account(s) listed below. Please send a check to me at the address listed below for any remaining funds in the account(s).

Account Type	Account #	Account Owner Name(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

*(Note: If closing out a passbook account, please include passbook with this letter.)*

Pay to the order of: Commercial National Bank F/B/O \_\_\_\_\_  
Together with all interest or dividends that may have become due on  
above listed accounts.

Forward funds to: Commercial National Bank P.O. Box 591 Brady, TX 76825 325-597-2961  
Commercial National Bank P.O. Box 995 San Saba, TX 76877 325-372-2961

Please process this request immediately. If you have any questions regarding this request, please contact me at the phone number or address listed below.

Primary Account Holder: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

**Primary Account Holder Signature:** \_\_\_\_\_

**Date:**

**Secondary Account Holder Signature:** \_\_\_\_\_

**Date:**