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 Cleveland, MS 38732  
 Phone: 662-843-9461

229 Sunset Drive  
 Grenada, MS 38901  
 662-227-5521

www.clevelandstatebank.com

## Authorization to Close Account

Please complete this form to instruct your previous bank to close your account.  
 Please complete one form for each account you have.

**Dear Sir or Madam,**

Please close my account described below effective \_\_\_\_\_ as indicated.  
Date

\_\_\_\_\_  
 Name(s) on Account

\_\_\_\_\_  
 Last 4 Digits of Social Security Number/Tax ID Number

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Account Number

\_\_\_\_\_  
 Type of Account

**Check One:**

- No disbursement of funds is necessary because
  - the account balance is zero
  - I have deposited a check for the balance in my new bank account
- Disbursement of funds is necessary. Please prepare a cashier's check for the balance of my account made payable to:

\_\_\_\_\_  
 Account Holder Names

\_\_\_\_\_  
 Address

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

**Thank you for your prompt attention in this matter.**

\_\_\_\_\_  
 Account Holder Signature

\_\_\_\_\_  
 Joint Account Holder Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\* Some companies may require their own forms for authorizing change. If this is the case, this form will aid you in gathering the information that will be required.