

## Request to Close Account / Membership

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

Membership Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Please close Account number/s \_\_\_\_\_

Do you have a Visa Debit card attached to your account? Yes  No

*If yes, please hand it to a member services officer.*

Are there approved authorisations yet to be debited to Visa Debit Card? Yes  No

Do you have a cheque account attached to your account? Yes  No

Have all cheques been presented? Yes  No

Please hand in your cheque book to the teller staff.

*Your account cannot be closed until all cheques have been presented and cleared for payment.*

Do you have a direct debit from your MCU account? Yes  No

*If you have direct debits deducted from your MCU account, you will need to arrange another form of payment.*

Do you have a Safe Custody facility with the Credit Union? Yes  No

Reason for closing account/membership: \_\_\_\_\_

### Transfer of account balance/ membership shares:

Please transfer the balance of my/our account as follows:

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_ Account name: \_\_\_\_\_

*(Note: A one-off external transfer fee will apply.)*

Please send the balance of my/our account via cheque to my address.

*(Note: A cheque fee will apply.)*

### Authorisation:

- Signature: 1 \_\_\_\_\_ 2 \_\_\_\_\_

(for joint accounts, both signatories required)

- Company\Group\Club account - All signatories operating this account **must** sign and be accompanied by the minutes of the meeting instructing members to close this account.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

**Office use:** Cancel Visa Debit Card  Share repaid  Remove Email Address   
 Periodic payment terminated  Account terminated  Terminate membership   
 Disable Internet Banking Access

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