**Austin Telco Federal Credit Union**

**11149 Research Blvd., Suite 300**

**Austin, TX 78759**

ACCOUNT CLOSING CHECKLIST

MEMBER INFORMATION

1. How would you rate Austin Telco F.C.U.’s service?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Poor | Fair | Good | Very Good | Excellent |
| ( ~ ) | ( ~ ) | ( ~ ) | ( ~ ) | ( ~ ) |

1. Are you closing your ATFCU account to change to another financial institution?

Yes No

( ~ ) ( ~ )

1. Are you closing your account due to a change in residence?

Yes No

( ~ ) ( ~ )

1. Are there any products or services that you feel we could implement to better serve our members that we currently do not offer? ~ ~
2. We welcome any comments about ATFCU that you may wish to share with us. ~ ~ ~

I, ~ , hereby request that account # ~ be closed.

(Please print your name)

**Primary Member's Signature ~ Date ~**

**DL# ~**

CREDIT UNION USE ONLY

Teller Number: Teller Initials: ~ ~

( ~) Search Social Security # for all members (~ ) Check for VCC holds

( ~) Collect any fees the members may owe on this acct or others (~ ) Capture ATM/VCC Cards

( ~) Confirm that loan balances are zero (~ ) Verify all Safe Deposit Boxes are closed

( ~) Verify with member that all outstanding checks have cleared (~ ) Complete Account Closing Procedures