

ACCOUNT CLOSING LETTER



Fill out form and mail to each financial institution you are closing an account.

ATTENTION: Account Maintenance

This letter is to inform you I am closing my accounts at your institution. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address

If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter

Sincerely,

AUTHORIZED SIGNATURE

(Original signature required to authorize change)

DATE

DIRECT DEPOSIT INFORMATION

CHECKING ACCOUNT #1

CHECKING ACCOUNT #2

SAVINGS ACCOUNT #1

SAVINGS ACCOUNT #2

OTHER ACCOUNT NUMBERS

OTHER ACCOUNT NUMBERS

NAME

PHONE NUMBER

ADDRESS

CITY

ST

ZIP

SPECIAL INSTRUCTIONS OR COMMENTS



PAYROLL / DIRECT DEPOSIT LETTER



Fill out form and mail to the payroll department of each company that deposit directly into your account.

ATTENTION: Payroll Department Manager

I have recently changed financial institutions and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new Tennessee Employees Credit Union account(s)

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter

Sincerely,

AUTHORIZED SIGNATURE

(Original signature required to authorize change)

DATE

DIRECT DEPOSIT INFORMATION

NAME

SOCIAL SECURITY OR EMPLOYEE NUMBER

ADDRESS

CITY

ST

ZIP

HOME PHONE

ALTERNATE PHONE

NEW ACCOUNT NUMBER WITH TNECU

CHECKING SAVINGS
TYPE OF ACCOUNT

AMOUNT DEPOSITED

TENNESSEE EMPLOYEES CU

NEW CREDIT UNION

264080523

ROUTING NUMBER

If you would prefer to change the direct deposit of your Social Security over the phone rather than filling out this form, call 1-800-772-1213



AUTOMATIC PAYMENTS LETTER



Fill out form and mail to each company that automatically pulls payment(s) out of your account.

ATTENTION: Accounts Receivable/Accounting

I have recently changed financial institutions and would like to have my automatic payment with your company charged to my account.

Please discontinue debiting my previous account and begin making automatic withdrawals from my new Tennessee Employees Credit Union account (information is listed below)

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter

Sincerely,

AUTHORIZED SIGNATURE

(Original signature required to authorize change)

DATE

AUTOMATIC PAYMENT INFORMATION

NAME

ADDRESS

CITY

ST

ZIP

HOME PHONE

WORK PHONE

AMOUNT DEBITED (Enter payment amount or amount due)

TYPE OF PAYMENT (Example: mortgage payment)

START DATE

FREQUENCY OF PAYMENT

TENNESSEE EMPLOYEES CU

NEW CREDIT UNION

264080523

ROUTING NUMBER

ACCOUNT NUMBER

CHECKING

SAVINGS

TYPE OF ACCOUNT



Tennessee Employees
Credit Union