



# Business Account Closing Instructions

TO: \_\_\_\_\_  
Old Financial Institution

1) Please close my account described below, effective immediately.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Address

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

\_\_\_\_\_  
Business City, State ZIP

Savings  Checking  Money Market

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

Savings  Checking  Money Market

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

Savings  Checking  Money Market

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

Savings  Checking  Money Market

2) Disbursement instructions (choose A or B):

No disbursement is necessary on this account because it now has a zero balance.

- OR -

Prepare a cashier's check for the balance of my account payable to (choose one):

The names listed on the account and mail to: - OR -  Parkway Bank for the benefit of:

\_\_\_\_\_  
Address for mailing cashier's check

\_\_\_\_\_  
Name of account holder

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Parkway Bank account number

Parkway Bank Routing # 071908160

• Please reference my new Parkway Bank account number on the check and mail to:

Parkway Bank / ATTN: Customer Service

4800 N. Harlem Avenue / Harwood Heights IL 60706

3) \_\_\_\_\_  
Signature Date Print Name

\_\_\_\_\_  
Signature Date Print Name

*Be sure to keep sensitive account information secure. Be careful when sending account information by fax or email, as the transmission may not be secure. Remember to shred any forms that include sensitive account information when finished.*



## PARKWAY BANK

What A Community Bank Should Be.