ACCOUNT CLOSING FORM

To Whom It May Concern:

Please close the following bank account(s):

Name on Account _____ Account Number _____ ◯ Checking ◯ Savings

Name on Account _____ Account Number _____ ◯ Checking ◯ Savings

Please send all remaining balances to my attention at the following address:

Address _____

City _____ State _____ Zip Code _____

If you have any questions about this request, please contact me at: _____

Thank You.

Sincerely,

Signature _____ Signature {If applicable.} _____

Printed Name _____ Printed Name {If applicable.} _____

Date of request _____

Notary Stamp & Signature

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DIRECT DEPOSIT

To Whom It May Concern:

I authorize _____ (Company Name) to change my direct deposit instructions.

I have closed my ◯ checking account ◯ savings account.

Former Direct Deposit Location:

Financial Institution: _____

Account Number: _____

Bank Routing Number: _____

Please Direct My Deposits To My Cortland Banks:

◯ Checking Account - Account Number:_____ ◯ Savings Account - Account Number:_____

CORTLAND BANKS
194 West Main Street
P.O. Box 98
Cortland, OH 44410
Routing Number # 041209307

Name: _____

Deposit Amount (if applicable): $ _____

If you have any questions about this request, please contact me at: _____
Address

_____
Phone

Thank You.

Sincerely,

_____ _____
Signature *Signature {If applicable.}*

_____ _____
Printed Name *Printed Name {If applicable.}*

_____
Date of request

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AUTOMATIC PAYMENTS

To Whom It May Concern:

I authorize _____ (Company Name) (Account Number) _____ to draw payments from my Checking/Savings account. This authority will remain in effect until I notify you in writing to cancel, allowing time for the financial institution to act on it. I can stop payment of any entry by notifying my financial institution at least 5 days before my account is charged.

My Current Automatic Payments Are Drawn From:

Financial Institution: _____

Account Number: _____

Bank Routing Number: _____

Please Switch My Automatic Payments To:

CORTLAND BANKS
194 West Main Street
P.O. Box 98
Cortland, OH 44410
Routing Number # 041209307

Account Type (Checking/Savings): _____

New Account Number: _____

If you have any questions about this request, please contact me at: _____
Address

_____
Phone

Thank You.

Sincerely,

_____
Signature

_____
Signature {If applicable.}

_____
Printed Name

_____
Printed Name {If applicable.}

_____
Date of request

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