



# Cooperative Federal

1816 Erie Blvd East · Syracuse, NY 13210  
(315)471-1116 · www.coopfed.org

## Member Request to Close Account

Before closing an account on FSP, verify all loans and mortgages have been paid in full. See “Scrolling Messages” for additional open mortgage information.

Member Number \_\_\_\_\_ Date \_\_\_\_\_

Primary Account Owner (please print) \_\_\_\_\_

Joint Owner(s) (please print) \_\_\_\_\_

*If the account is jointly owned, **ALL** account owner signatures are required to close the account. A signed, dated letter can be provided in lieu of this form.*

Reason for closing account(s) \_\_\_\_\_

### Draft/checking

- All direct deposits and withdrawals have been stopped by member
- All written checks & approved Visa transactions have cleared the account
- Shred unused checks for member (if possible)
- Destroy Visa Check Card(s)
- Close Visa Check Card(s) on FSP

### Primary Share/savings

- All sub accounts are closed (other savings, checking, certificates, IRA accounts)
- Transfer all funds from other share, draft & investment accounts to primary share, disburse funds & close account on FSP. **To close an IRA account, refer the member to the credit union IRA Representative to handle.**

### All loans on FSP, including Lines of Credit, must show zero balance owed

- If a loan is being paid in full with a check, a 14 day waiting period applies before the account can be closed. However, the member(s) should complete this “request to close account” form and the account will be closed after the 14 day waiting period.

### Credit Card

- Our loan department will verify the Credit Card balance owed. The balances shown on FSP are not “real time” so are not current.

I understand that I will no longer be a member of Syracuse Cooperative Federal Credit Union by closing this account, unless I am the owner of another open account.

Primary Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Member Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Cooperative Federal Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

- Declassify the member in Member Details Tool**