

ACCOUNT CLOSURE REQUEST



Account(s) in the name of: Membership No.:
 Membership No.:
Contact details: Mobile: Work: Home:

ACCOUNT DETAILS

I/we want to close the following SERVICE ONE account(s):

Account No.: Account No.: Account No.:

I/we request the following to be done with any remaining funds: **(complete A, B or C)**

A. Transfer to SERVICE ONE account:

Account No.:
Name of account holder:
Reference:

B. A cheque made out to (please note a fee is payable):

Name:
Street address:
Suburb/City:
State: Postcode:

C. Withdrawn in cash in-Branch (this form must be submitted in person at a SERVICE ONE Branch).
(Note: the cash option may be dependent upon cash level held at the Branch at the time of closure)

DECLARATIONS AND ACKNOWLEDGEMENTS

I/we acknowledge all pending fees will be debited at the time of final closure.

Upon closure, all Transfer Orders, Direct Debits and Direct Credits setup on accounts will be cancelled if not redirected. For regular payment authorities linked to a Visa Credit/Debit Card, please ensure these are cancelled directly with suppliers and merchants as we are unable to do so on your behalf.

Visa Credit/Debit Card cardholders must allow 45 days before final closure can be completed. If a cheque book was issued to the account, all cheques that have not been presented need to be returned to SERVICE ONE prior to closure.

Any remaining funds forwarded via cheque will attract a Corporate Cheque Issue Fee, impacting the final payout amount.

NOTE: If the account(s) is in joint relationships (two to sign), all account owners are required to sign.

Signature	Print Name	Date / /
Signature	Print Name	Date / /

OFFICE USE ONLY (once completed, proceed to checklist)

Request received by: Signature checked: Visa/rediCARD received
At Branch: via photo ID unused cheques received
On date: via TRC

File in Days work

ACCOUNT CLOSURE CHECKLIST (internal use only)



CHECKING DETAIL

Closure request completed by Operator:

Account number(s)

Number of signatures required satisfied? YES NO N/A

Is there a Visa card linked to the account YES NO N/A

If YES, please file request and checklist in Visa closure folder until (45 days after request receive date)

FACILITIES

Is Cheque Book received and cancelled? YES NO N/A

If NO, a Statutory Declaration must be completed and signed by Member stating no further cheques have been/will be drawn.

Is rediCARD cancelled? YES NO N/A

Is Visa card cancelled YES NO N/A

Is Overdraft cancelled? YES NO N/A

SERVICES

Are all A/C specific Direct Debits cancelled? YES NO N/A

Are all A/C specific Direct Credits cancelled? YES NO N/A

Are all A/C specific Transfer Orders cancelled? YES NO N/A

ACCOUNT CLOSURE

(If corporate cheque withdrawal, fees to be transferred to G/L 5.14.135 prior to closure in PnR. Under description, put 'Member no.' and 'cheque a/c closure'.

Is account closed in system via P67? YES NO N/A

Final payout amount to be made: \$

The final payout is made in BDS via: Cash withdrawal. Cheque withdrawal. Transfer to other SERVICE ONE account

(Corporate cheque fees to be manually deducted)

Cheque No.: A/C No.:

Signature <small>Completing operator</small>	Date / /
Signature <small>Checking operator</small>	Date / /

Once completed and checked, file in completing operator's day's work.