

BAC Community Bank

Personal Account: Preparing to Close Former Account

Before closing your former account, use the checklist below to make sure all automatic transfers have transitioned to your new BAC Community Bank account.

After verifying all outstanding transactions have cleared the old account, download your account history and electronic documents from your former bank. Then complete the *Account Closing Request* available through our online Quick Start Guide (www.bankbac.com/personal-quickstart), print it, sign it, and provide to your former financial institution for processing.

You may also wish to contact your former institution to make sure they do not require any additional forms or documentation to process your request.

If you need assistance, feel free to call us at 1 -877-226-5820 or visit us online at www.bankbac.com

ACCOUNT CLOSING CHECKLIST

- Make sure your old debit card is not being used for any transactions
- Make sure your old accounts no longer have any active online bill payments scheduled
- Verify that all outstanding transactions have cleared your old account
- Download and save all available electronic documents (Statements, Tax Documents, etc.)
- Download and save all transaction activity for future reference (Save as a standard *.csv file to access with spreadsheet software, such as Excel; if you have been using Quicken, QuickBooks, or some other accounting software to reconcile your accounts, download your final transaction activity in the appropriate format and import into your preferred software.)
- Complete and sign the *Account Closing Request* form available through our online Quick Start Guide
- Send your signed and completed *Account Closing Request* form to your former financial institution
- Shred your old ATM / Debit Card
- Shred your old checks
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