



Ballston Spa National Bank

Name of Financial Institution

Date

Attn: Customer Service

Address

City

State

Zip

To Whom it May Concern,

Please consider this document as authorization to close my account with your institution. My account number is

Checking

Savings/CD

I have verified that all checks have cleared this account (if applicable) and transferred any existing direct deposits and automatic withdrawals. I authorize you to release all remaining funds in the form of a cashier's check made payable to Ballston Spa National Bank. Please reference my name and BSNB account number.

My bank information is as follows:

Ballston Spa National Bank

PO Box 70, Ballston Spa, NY 12020

Routing Number: 021304675

Account Number:

Checking

Savings

Should you have any questions regarding this change in account information, please contact me at . Thank you for your attention to this matter.

Sincerely,

Your Name:

Address

City

State

Zip