



Close Account Request

Member #: \_\_\_\_\_

\*\* Please provide current address to forward final statements and yearend tax documents \*\*

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Account Numbers:

Share Savings: \_\_\_\_\_ Other: \_\_\_\_\_

Share Draft: \_\_\_\_\_ Other: \_\_\_\_\_

Credit Card: \_\_\_\_\_ Other: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Reason for closing membership: \_\_\_\_\_

Primary Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* There is a \$15 Reopen Fee for members who wish to reopen Membership in the future \*\*

FOR INTERNAL USE ONLY

- Change from Member to Non-Member
Click Enrollment in RM and "Inactivate"
Enrollment
Banking
Bill Payment
Click Personal in RM
Change Sign on ID Status to "Disabled"
Add note in RM "Closed Membership"
Click Mobile in RM and "Deregister"
Charge \$5 Closing Fee (if applicable)
Close all accounts
Hotcard ATM/Debit cards (DO NOT DELETE)
Credit Cards- send e-mail to close
Delete all Agreements
Close Checking on Alloya
Message Account

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LIVONIA
14921 Middlebelt Road
Livonia, MI 48154
734.261.1050

ANNARBOR
4141 Jackson Boulevard
Ann Arbor, MI 48103
734.761.7505

BRIGHTON
123 Brighton Lake Road
Suite 102
Brighton, MI 48116
810.494.6000

ROYAL OAK
1903 Rochester Road
Royal Oak, MI 48073
248.399.7473

MACOMB
47230 Hayes Road
Macomb, MI 48044
586.566.5599