

How to Close a Business Checking Account

| | TASKS | REMARKS |
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| | Step 1: Open a New Business Checking Account | |
| | Step 2: Make Sure All Outstanding Checks Have Cleared | |
| | Step 3: Transfer All Automatic Withdrawals to New Account | |
| | Step 4: Gather All Documents Needed for Account Closing | |
| | Step 5: Determine Who Must Initiate Account Closing | |
| | Step 6: Have Authorized Person(s) Notify the Bank of Account Closing | |
| | Step 7: Transfer Funds from Closing Account to New Account | |
| | Step 8: Finalize Account Closing | |