

**West Virginia State Treasurer's Office**  
**Banking Services Division**

**Request to Close an Outside Bank Account**

Agency Name: \_\_\_\_\_ Department # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Agency Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

ABA: \_\_\_\_\_ Account #: \_\_\_\_\_

Effective Date of this Request: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Title

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**WVSTO Use Only**

The subject request has been reviewed and is approved by the WVSTO.

\_\_\_\_\_  
Approved By \_\_\_\_\_ Date \_\_\_\_\_

Account closing verified at bank by:

\_\_\_\_\_  
Name Title Date

Mail To: West Virginia State Treasurer's Office  
Attn: Banking Services-Outside Bank Accounts  
322 70th Street SE  
Charleston, WV 25304

Phone Number: 304-558-3599

Fax Number: 304-340-1511