

**West Virginia State Treasurer's Office
Division of Cash Management**

Request to Close an Outside Bank Account

Agency Name: _____ Org #: _____

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

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: Cash Management - Outside Bank Accounts
322 70th Street SE
Charleston, WV 25304

Phone Number: 304-558-3599

Fax Number: 304-340-1511