

Business Bank Account Closure Checklist



Pre-closure preparation	Comments
Open a new business bank account (if needed)	
Update clients with new payment details	
Transfer automatic deposits and withdrawals	
Allow outstanding checks to clear	

Reconcile and settle the old account	Comments
Confirm all transactions are processed	
Pay outstanding fees and settle overdrafts	
Withdraw or transfer remaining funds	

Gather required documentation	Comments
Business name, address, and tax ID number	
Proof of authorization (corporate resolutions, partnership agreements, etc.)	
Account details and related service terminations	

Initiate the closure request	Comments
Submit a written request (if required)	
Visit a branch or complete online closure (bank-dependent)	
Request and retain written confirmation of closure	

Post-closure considerations	Comments
Update financial records and bookkeeping software	
Notify vendors, employees, and stakeholders of the change	
Verify that no additional fees were applied post-closure	