**How to Close a Business Checking Account**

|  |  |  |
| --- | --- | --- |
|  | **TASKS** | **REMARKS** |
|  | **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 |  |