

## Tenant Sub-Account Close / Decrease Form

From	Client Legal Name:

Agent Primary Account Number																				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				

*Recipient Information
<b>A</b> = Check to Agent <b>B</b> = Check to Building <b>T</b> = Check to Tenant <b>C</b> = Credit to Agent Account <b>T/A</b> = Check to Tenant and/or Agent

- \*Close Tenant Sub-Account-Account Balance will be taken, amount not required
- Decrease Tenant Sub-Account-Indicate decrease amount
- Decrease and Close same Tenant Sub-Account indicate decrease amount only (Requires 2 line items)

Bank Use Only
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Tenant Name	Tenant Sub-Account Number	Close or Decrease	Close Tenant Sub-Account	Decrease Amount (USD)	Recipient*	Transaction Code	Dollar Amount
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
			Account Balance*				
		<b>Total</b>					

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Print Name

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Authorized Signature

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Date