



CENTRALIZED BANKING ACCOUNT CLOSING FORM

STEPS TO BE COMPLETED BY THE UNIT:

- Destroy and discard the VISA purchase card. Do not mail the card to the Unit Administrator.
- Destroy and discard any remaining unused deposit slips.
- Confirm that all transactions in the Unit Banking Account are completed. If any transactions are “Verified, Guider” status, the corresponding receipts and/or deposit slips must be submitted along with this form.
- Complete this form and send to your Unit Administrator.

A. UNIT INFORMATION				
UNIT NAME		COMMUNITY NO.	UNIT IMIS NO.	BANKING USER ID
Reason for Cancellation:	<input type="checkbox"/> Lack of Guiders	<input type="checkbox"/> Unit has merged with (Unit Name).		
	<input type="checkbox"/> Lack of Girls	<input type="checkbox"/> Other (specify):		
The Unit has fully paid all debts owing to Ontario Council and outside merchants.			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Balance of funds in the Unit Account:	\$	Unit Accounts should <u>never</u> be in deficit. If the Unit is in deficit, contact your Unit Administrator.		
B. CANCEL EXISTING CARDHOLDER AND TREASURER				
CANCELLED CARDHOLDER NAME	IMIS NO.	LAST 4-DIGITS OF CARD NO.:	CANCELLED TREASURER NAME	IMIS NO.
SIGNATURE	DATE		SIGNATURE	DATE
C. CONTACT GUIDER CERTIFICATION				
As the Contact Guider for the above stated unit, I confirm that the steps listed at the top of the form have been completed.				
CONTACT GUIDER NAME			IMIS NO.	
SIGNATURE			DATE	
D. IMPORTANT TO REMEMBER				
<ul style="list-style-type: none"> ○ The Unit Treasurer will no longer have access to the Unit Account once this form has been received by the Unit Administrator. Ensure that all expenses are paid prior to submitting this form. ○ The Unit funds will be held in trust for the Unit for <u>two years</u> as of the iMIS closing date. 				

FOR OFFICE USE ONLY				
The B.1 Unit/Council Form has been received. If no, contact the ACL.			<input type="checkbox"/> YES	<input type="checkbox"/> NO
All transactions in the Unit Account are “Verified, Provincial” status.			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Cardholder and Treasurer Activity have been ended in iMIS:		<input type="checkbox"/> YES	<input type="checkbox"/> NO	End Date:
Unit Administrator Signature:				Date: