

Sub-Account Number/s: _____

**Note: If borrower(s) require the release of security documents, a separate Repaid Loan Advice form is to be completed and forwarded to Loan Servicing in your state.
(Only complete a Repaid Loan Advice if ALL loan debts have been discharged.)**

Please print name/s, tick appropriate boxes and sign below

Borrower 1
Surname _____ Given name _____

Borrower 2
Surname _____ Given name _____

Home Telephone Number _____ Business Telephone Number _____

//We request that the Portfolio loan facility be closed

//We request that sub-account number be converted to a Freedom transaction account

Note: Transactions or cheques written from any portfolio sub-account and presented for payment after receipt of this request may be dishonoured.

Borrower 1
Signature _____ Date _____/_____/_____

Borrower 2
Signature _____ Date _____/_____/_____

Office Use Only – Branch Procedures

Complete below by ticking all relevant boxes

- Confirm all parties to the account have signed the form, and verify all signatures.
- If applicable, obtain chequebook, and destroy. Record on LIS 600 Diary “chequebook destroyed”.
- Obtain Payout figure from Retail Lending Help Desk on 1800 245 200, Option 3.
- Process closeout via Spider (Withdrawal/Advance, Close Account Fast Path 24). Record message on Diary “Account Closed”.
- Forward Closure Request Form to Loans Admin, Kogarah.

Note: If more than 2 borrowers, please complete additional form/s.

Note: Reduction of the balance to zero is not closing the account.