



SECURITY DEPOSIT ACCOUNT - SUBACCOUNT CHANGE OR CLOSEOUT

Account Title: _____ **Checking Account Number:** _____

Mailing Address: _____ **Authorized Signer:** _____

Please complete each section below for each deposit (increase to the security deposit account) or withdrawal (return of security deposit) to/from an existing subaccount. If you have questions or need assistance, please visit your local branch or contact the Call Center at 716-366-4070, option 3.

SUBACCOUNT NAME	TAX ID NUMBER	SUBACCOUNT ADDRESS/ APT UNIT NUMBER	TENANT NEW ADDRESS ^A	AMT	CHECK# ^B	DEPOSIT OR W/D ^C	DATE OF DEPOSIT	CLOSE OUT ^D	SUBACCOUNT NUMBER ^E

^A If Tenant is moving out, enter new address for correct 1099int mailing

^B Landlord check number being issued to return security deposit

^C D=deposit to increase existing security deposit account; W=withdrawal to reduce security deposit account or close out tenant account

^D C=closeout this subaccount

^E Savings account number assigned to this tenant subaccount



SECURITY DEPOSIT ACCOUNT - SUBACCOUNT CHANGE OR CLOSEOUT SAMPLE

Account Title: The Best Apartments

Checking Account Number: 001-123456

Mailing Address: 123 Main Street, Dunkirk, NY

Authorized Signer: Mary B Smith

Please complete each section below for each deposit (increase to the security deposit account) or withdrawal (return of security deposit) to/from an existing subaccount. If you have questions or need assistance, please visit your local branch or contact the Call Center at 716-366-4070, option 3.

SUBACCOUNT NAME	TAX ID NUMBER	SUBACCOUNT ADDRESS/ APT UNIT NUMBER	TENANT NEW ADDRESS ^A	AMOUNT	CHECK NUMBER ^B	DEPOSIT or WITHDRAWAL ^C	DATE OF DEPOSIT	CLOSEOUT ^D	SUBACCOUNT NUMBER ^E
Mary Smith, Security Deposit Account	123-45-6789	123 Main St Apt 2		\$50.00		D	2-1-10		001-411111
		Dunkirk, NY							
John Black, Security Deposit Account	987-65-4321	123 Main St Apt 4		\$650.00	1262	W		C	001-423456
		Dunkirk, NY							
Tom White, Security Deposit Account	678-91-2345	123 Main St. Apt 22		\$175.00	1277	W			001-987654
		Dunkirk, NY							

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