



BYU AGENCY ACCOUNTS REQUEST TO INACTIVATE AN AGENCY ACCOUNT

Effective Date	
Driver Worktag Name	
Driver Worktag	
Type of Account	<input type="checkbox"/> Sunshine Fund <input type="checkbox"/> Other Agency Account

Item #	Items to be Completed to Inactivate an Agency Account	Requestor Initials	Treasury Services Initials
1.	Reason for closing account: _____ _____		
2.	Review the disposition of excess funds (if any). If there are funds left over, this transfer should be made by using an agency check. (The account should have a \$0 balance.)		
3.	Verify the balance in the account (\$0). (Treasury Services will pull a report in Workday)		
4.	Account for all checks issued to the club. (Treasury Services will review the agency check log for any outstanding checks.)		
5.	Return any unissued checks to Treasury Services. (Both the submitter and the coordinator need to record the following checks returned.) Starting Check # _____ Ending Check # _____		
6.	Submit all financial documents to Treasury Services. This includes items such as check registers, deposit slips, copies of checks, receipts, supporting documentation, reconciled financial statements, etc.		
7.	Remove all web references (including any information about the club or online due collection).		

Requestor: _____ Date: _____

Business Partner: _____ Date: _____

Treasury Services Approval: _____ Date: _____

Driver Worktag Inactivated by: _____ Date: _____

Please return form to A-153 ASB. If you have any questions please call Treasury Services at (801) 422-4701.