

Foreign Bank Account Closing Form

Treasurer's Office

Business Area/Department: _____
Requestor of account close-out: _____
Country of account (s): _____
Department approval: _____
Business Office Approval: _____

REQUIRED INFORMATION BY DEPARTMENT

1. Name on the bank account:

2. Bank name:

3. Have the remaining funds been returned to Johns Hopkins University? Yes/No
4. Local bank contact:
Name: _____
Address: _____

Phone #: _____
Email address: _____
5. Local currency account yes/no _____
USD account yes/no _____
6. Does this account use Electronic Banking platform? Yes/no
List of users _____
7. Outstanding checks: yes/no _____
8. Balance of the account(s) as of the last bank statement cycle: _____ **(Please attach copy of statement)**
9. Project ending: yes/no _____ If yes, other projects in this region? yes/no _____

Please forward completed form and supporting documents to Treasurer's Office

Treasury Use Only

If applicable, Remove account from:

Kyriba

Electronic Banking Platform

Close General Ledger

Block Vendor

Update Dashboard

International Database

Effective date of bank account closing: _____