

Banking Center Information			
Banking Center Name:			
Banking Center Address:	City:	State:	Zip Code:
Renter Information			
Renter's Name (If rented to a Business, enter Business Name):			Renter's Telephone #:
Renter's Shipping Address: (do <u>not</u> use PO Box):			
Renter's City:	Renter's State:		Renter's Zip Code:
Safe Deposit Box Account Number:	Safe Deposit Box Keys: <input type="checkbox"/> 1 or 2 keys are enclosed <input type="checkbox"/> No keys are enclosed		
Safe deposit box is EMPTY - RENTER AUTHORIZATION & AGREEMENT			
<input type="checkbox"/> I certify the safe deposit box referenced above is empty of contents, and authorize Bank of America to open and verify the safe deposit box is empty and to close the safe deposit box account. I understand that the safe deposit box will be surrendered, the rental agreement will be terminated, and Bank of America will resume possession and control of the safe deposit box.			
Renter's Signature:			Date:
Safe deposit box is NOT EMPTY or POSSIBLY has contents - RENTER AUTHORIZATION & AGREEMENT			
<input type="checkbox"/> I authorize Bank of America to use the key(s) I returned* to open the safe deposit box referenced above and inventory and remove the contents, close the safe deposit box account and forward the contents with a completed copy of the inventory record to me at the address above via the Bank's preferred carrier. <b>(Notary Acknowledgement below is required.)</b>			
I agree:			
1. The contents will be shipped uninsured. 2. To indemnify and hold Bank of America harmless from claims, demands, liability, and expense if box contents are lost or damaged while opening, handling, removing, or forwarding the safe deposit box contents. 3. To accept the inventory of safe deposit box contents, and the contents forwarded as requested above, as binding and conclusive. 4. The safe deposit box will be considered surrendered and the rental agreement will be terminated and Bank of America will resume possession and control of the safe deposit box.			
<small>* If at least one key is not returned, renter should contact the banking center to arrange to have the safe box drilled to force it open. The renter is responsible for the cost of drilling.</small>			
Renter's Signature:			Date:
NOTARY ACKNOWLEDGMENT – required if there are contents in the safe deposit box			
<small>* If executing this document in a foreign country, attach an U.S. Consulate certification. *</small>			
State of _____		County of _____	
On _____ before me, _____, (here insert name and title of the officer) personally appeared _____ (here insert name of Principal) who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY that the foregoing paragraph is true and correct.			
WITNESS my hand and official seal.		Signature _____ (Seal)	
Bank Use Only (complete the following)			
Bank Associate Receiving Form:		Associate at Safe Deposit Box Location:	
Name & Telephone #:		Name:	
Renter's Identification (if completing in person):			
Safe Deposit Box Account closed on Interact: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Action Completed:	
Company/Cost Center where safe deposit box is located:			
BC Fax # where safe deposit box is located:			
Date/Time Faxed (if faxed):		<i>Refer to Safe Deposit: Closing Accounts procedures in PRO</i>	