



Empowerment Scholarship Account – Request to Close Account

Application ID:	School Year:
Applicant (Parent) Name:	
Student's Name:	
<p>Reason for Close Account Request:</p> <p>Public/Charter School: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Different Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Other: _____</p>	
<p>I acknowledge by signing this request that I will no longer receive Empowerment Scholarship Account Funds. Any remaining funds in my ESA Account will be recovered by the Department of Education and will no longer be available for ESA expenditures.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>X _____</p> <p>ESA Account Holder Signature</p> </div> <div style="width: 45%;"> <p>X _____</p> <p>Date</p> </div> </div>	
<p>Internal Use Only</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Time Stamp (Date Received)</p> <p>Bank of America Balance: \$ _____</p> <p>Date Closed: _____</p> <p>Reviewed By: _____</p> </div> <div style="width: 50%;"> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Account Reviewed <input type="checkbox"/> All expense reports submitted and audited If no, quarter(s) missing <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4 </div> <input type="checkbox"/> Form uploaded/account noted <input type="checkbox"/> System updated <input type="checkbox"/> Update spreadsheet <input type="checkbox"/> Check public school enrollment/upload reports <input type="checkbox"/> Update spreadsheet <input type="checkbox"/> Closure verification sent to applicant </div> </div>	