

**FAIM Program**

**Exit & Account Closing Checklist**

Participant Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAIM Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Keep in Local File:**

 FAIM Account Closing Checklist

 FAIM Exit Program Form

 FAIM Savings Account Closure Form

 FAIM Education Notes Form

Did the client waive odd cents on the Contract Agreement when he/she applied?

 Yes – no further action needed

 No – WCMCA may request a Waiver of Odd Cents if pennies remain after final payout.

**Send to Bremer:**

 FAIM Savings Account Closure Form

* This form must be completed and sent to the bank when a client is exited from the FAIM program - ***even if*** the client received full payout during enrollment.
* Bremer closes the account and returns any funds remaining in it to the client

**Send to WCMCA – *after* the final payout has been completed:**

 FAIM Exit Program Form

 FAIM Savings Account Closure Form

 FAIM Education Notes Form

 FAIM Participant Survey