



State of Arizona Department of Education  
Empowerment Scholarship Account  
**Request to Close Account**

|  |                 |
|--|-----------------|
| Application ID:  | School Year:    |
| Applicant (Parent) Name:   |                 |
| Student's Name:  |                 |
| <b>Reason for Close Account Request:</b><br><br>Public/Charter School: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Different Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Withdraw my application for ESA: <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Other: _____<br><br><b>*If you have an active contract with ESA all expense reports must be submitted to close your account in good standing. Failure to submit all expense reports will result in suspension or termination of account</b> |                 |
| 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.  |                 |
| X _____<br>ESA Account Holder Signature  | X _____<br>Date |
| <b>Internal Use Only</b>   |                 |
| <input type="checkbox"/> Account Reviewed  |                 |
| <input type="checkbox"/> All expense reports submitted   |                 |
| If not, quarter(s) missing:  |                 |
| <input type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4  |                 |
| RFI Sent? <input type="checkbox"/> Yes: Due Date _____ IR _____  |                 |
| <input type="checkbox"/> Form uploaded/account noted   |                 |
| <input type="checkbox"/> Check public school enrollment  |                 |
| <input type="checkbox"/> Visa Tool (BofA) updated  |                 |
| <input type="checkbox"/> Update spreadsheet  |                 |
| <input type="checkbox"/> Closure verification sent to applicant  |                 |
| Bank of America Balance: \$ _____  |                 |
| Closed Date: _____   |                 |
| Reviewed By: _____   |                 |