

**Destroy Unused Checks Form
Concentration Bank Account**

Conference Title: _____

Hop (conference number) #: _____

Additional Information Required:

- Fill in the check numbers (below) of all unused checks for each book.
- Sign form (2 separate signatures with at least one being the Conference Treasurer or Chair)
- Destroy Unused Checks
- Return this form and your request to close the account to IEEE Meetings and Conferences

FROM-CHECK #	TO-CHECK#

Date Checks Destroyed _____

CB Card Destroyed _____ (If Applicable)

Checks Destroyed By: _____

Witnessed By: _____

Please Mail or Fax Form to: IEEE
Meetings and Conferences
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Phone: +1 732 562 3878