



## UNITED STATES PATENT AND TRADEMARK OFFICE

Chief Financial Officer

### Deposit Account Closure Request Form (PTO-2234)

- There is a waiting period of six consecutive weeks with no activity before an account can be closed to ensure that all outstanding charges have been applied.
- If the account is currently inactive and has been for at least six consecutive weeks, the account will be closed upon receipt of the request.
- The remaining balance in the account will be refunded via Electronic Funds Transfer (EFT) to the bank account provided below.
- You will receive a confirmation letter when the account is closed indicating the remaining balance to be refunded, and the expected timeframe to receive the refund.

Please provide the following information to close your deposit account:

Date of Request: \_\_\_\_\_

Deposit Account Number: \_\_\_\_\_

Name on Deposit Account Statement: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Name of Bank Account Holder: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Name (of authorized user): \_\_\_\_\_

Signature (of authorized user): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Submit this completed form to the Deposit Account Branch by fax at (571) 273-6500, or by mail addressed to:

Mail Stop 16  
Director of the U.S. Patent and Trademark Office  
PO Box 1450  
Alexandria, VA 22313-1450

If you have questions or need assistance, call the Deposit Account Branch at (571) 272-6500.

## **Paperwork Reduction Act**

The Deposit Account Closure Request Form (PTO-2234) is approved for use through 12/31/2011 under OMB control number 0651-0043. This collection of information is required by 35 U.S.C. § 41 or 15 U.S.C. § 1113 and 37 CFR 1.25 and 2.208. The information is required in order for the public to close an existing deposit account at the USPTO. This form is estimated to take 4 minutes to complete, including gathering information, preparing, and submitting the completed Deposit Account Closure Request Form to the USPTO. Time will vary depending upon the individual case. Please send any comments on the amount of time required to complete this form and/or suggestions for reducing this burden to the Chief Information Officer, USPTO, PO Box 1450, Alexandria, VA 22313-1450. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. PLEASE SEND COMPLETED FORMS TO:** Mail Stop 16, Director of the USPTO, PO Box 1450, Alexandria, VA 22313-1450; or fax to the Deposit Account Branch at (571) 273-6500.

## **Privacy Act Statement**

The Privacy Act of 1974 (P.L. 93-579) requires that you be given certain information in connection with your request for, or maintenance of, a deposit account. Accordingly, pursuant to the requirements of the Act, please be advised that: (1) the authority for the collection of this information is 35 U.S.C. 2, 37 CFR 1.25, and 37 CFR 2.208; (2) furnishing of the information solicited is voluntary; and (3) the principal purpose for which the information is used by the U.S. Patent and Trademark Office is to establish a deposit account, maintain existing accounts, or charge the appropriate fee amount to the appropriate deposit account. If you do not furnish the requested information, the U.S. Patent and Trademark Office may not be able to establish a deposit account, properly account for funds submitted to maintain the account, or debit fees from the correct deposit account.

The information provided by you in this form will be subject to the following routine uses:

1. The information on this form will be treated confidentially to the extent allowed under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552(a)). Records from this system of records may be disclosed to the Department of Justice to determine whether disclosure of these records is required by the Freedom of Information Act.
2. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate, or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.
3. A record in this system of records may be disclosed, as a routine use, to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.
4. A record in this system of records may be disclosed, as a routine use, to a contractor of the Agency having need for the information in order to perform the contract. Recipients of information shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 U.S.C. 552a(m).
5. A record from this system of records may be disclosed, as a routine use, to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (i.e., GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.