St. Brendan's Isle, Inc. 411 Walnut Street, Green Cove Springs, Florida, 32043 USA

800-544-2132, 904-284-1200, Fax 904-284-4472

We have enjoyed having you with us!

We are enclosing a copy of our Termination Agreement that tells us what to do with mail delivered to your 411 Walnut Street address after you have decided to close your account. Please select one of the two options available then sign and return the form to us. We can close the account only after receiving this signed form back from you.

Please note that postal regulations governing "Agent Forwarded Mail" prohibit submission of a "Forwarding Order", i.e. change of address Form 3575/3576, to redirect your mail. You must notify your correspondents individually of your new address to prevent mail from being delivered to your Walnut Street address. Please note that this is a US Postal Service regulation, not a SBI Inc. policy.

The easiest way we have found for our Clients to do this is to procure a number of postcards with your new address on it and mail one out to your correspondents as you receive mail from them. It is not as convenient as a change of address form, but it is the best we are able to suggest.

If you have any questions please let us know.

Regards,

Scott Loehr
President

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Account Termination Options:

The US Postal Service requires all Commercial Mail Receiving Agents (CMRA) like St. Brendan's Isle, Inc. to continue accepting mail for a terminated account for a period of six (6) months from the effective termination date. No mail is allowed to be returned to sender during this six month period. After this six-month period, First Class mail only may be returned to sender.

If the client wishes to receive mail that comes in during this required six-month period, the Agent may charge for this forwarding service as if the account were still active (Option 1). An alternative is to give the Agent permission to discard all incoming mail that comes in after the account is closed, then no more charges will be made to the account and a refund may be sent at once (Option 2). We regret any inconvenience this may cause but this is a result of US Postal Service regulation not a policy of St. Brendan's Isle, Inc.

Please select the option that best suits your needs. We must have this signed agreement returned to us or the default actions will automatically be those in Option #1.

OPTION #1.

Mark my account CLOSED as of _____(Date, from the **1st of the month**, i.e., 1 Dec., 1 Jul, etc.) Any mail coming in during the six-month period immediately following this date shall be forwarded to me at my expense when requested and as instructed by me or, at the end of the six-month period, to my last known address. All service fees and mailing fees apply to my account during this six month period. Any refund of monies held on account will be made at the end of the six month period required by the US Postal Service. After the mandated six-month period expires, all incoming 1st Class mail will be returned to sender. All mail of other classes will be discarded.

Sign here for Option #1:_____ PMB #:_____

Print Name(s): _____Phone #(_____)_____

OPTION #2.

Mark my account CLOSED as of _____ (Date, the **1st of the month**, i.e., 1 Dec., 1 Jul, etc.) Any mail coming in after this date may be DISCARDED. I request a refund of all monies held on account as of the date the account is closed and I will not request any services be extended to me by St. Brendan's Isle, Inc. after the account closing date noted.

Sign here for Option #2:_____ PMB #:_____

Print Name(s) _____Phone #(_____)_____

(OPTION 2 ONLY) On the last day of the month before my account closes send any remaining mail to:
(If no address is provided then the remaining mail will be shipped to the last address on file)

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