

ANZ Digital Services Help

Close Virtual Accounts in ANZ Supplemental Account Services

To close virtual accounts, on the Supplemental account services screen, click the tree diagram icon under the parent account to display a list of virtual accounts.

Find the account to edit and click the Navigate to account details button.

Click the Navigate to account details button and

Click CLOSE on the Control Bar.

If required, select an account from the Transfer to drop-down to move remaining funds to.

Enter the Reason for closure and click CONTINUE.

Review the account closure details and click SUBMIT to send your request for approval.

Click Go back to accounts to go to the Supplemental accounts screen.

The request to close the virtual account will be pending approval and can be viewed in the Approvals screen. Click Approvals in the top right corner.

Click My submitted items.

Once it has been approved, it will move to the Processed tab.

And that's it! You now know how to close virtual accounts in ANZ Supplemental Account Services. For more help, visit the ANZ Digital Services Help Centre.

For more information on creating ANZ Supplemental Account Services, visit [ANZ Digital Services Help](#).

[Help.online.anz.com](https://help.online.anz.com)

