

Closure of Account(s) Form

Account Holder(s) Details

This form is to close an account only. Please note we cannot make payments to third parties, and you must provide us with your passbook, if one has ever been issued to you, to be able to close your account. **You may be required to provide identification to close an account.** If further identification is needed, we will contact you.

If the account holder is deceased, this section is to be completed by the personal representatives or executors to the estate. We may require additional documentation prior to closing the account/s.

ACCOUNT HOLDER 1		ACCOUNT HOLDER 2	
*Title		*Title	
*First name(s)		*First name(s)	
*Surname		*Surname	
*Address		*Address	
*Date of birth		*Date of birth	
*Telephone		*Telephone	
*Email		*Email	

Account Details - Accounts to be closed

If you have lost your passbook, the Society will have to first complete electronic identification verification checks before the closure can be completed. In the instance where we can't verify the signature or ID, we will contact you to request additional identification. Please read our 'Confirming your Identity' leaflet for more details (www.srbs.co.uk/savings/savings-forms-and-leaflets/).

Account Number(s)	Sole or Joint? (S/J)	Passbook Provided? (Y/N)
1:		
2:		
3:		

Payment Method for Remaining Funds

*Please tick the preferred payment type below:	
Cash Closure (Daily limits apply)	<input type="checkbox"/>
Cheque Closure (Payable to the Account Holder(s) or Executor/Personal Representative)	<input type="checkbox"/>
Transfer to another The Stafford Building Society account	<input type="checkbox"/>
Electronically to a nominated Bank account - Faster payment (Maximum closure balance of £75,000. If over £75,000, a CHAPs payment is necessary)	<input type="checkbox"/>
Electronically to a nominated Bank account - CHAPs payment (£25 CHAPs fee will be withdrawn from the debiting account)	<input type="checkbox"/>
Please Note: Electronic transfers are not available for third party transfers, such as to executors and personal representatives of a deceased persons' estate, for whom cheque is the only option.	

If transferring to another The Stafford Building Society account:

Account Name	
Account Number	

Closure of Account(s) Form

If you wish your account to be closed by Faster Payment or CHAPs to a nominated bank account, please complete the following details:

Type of electronic closure	<input type="checkbox"/> Faster Payment Closure (Maximum closure amount allowed is £75,000) <input type="checkbox"/> CHAPs Closure (Charges will apply)															
Sort Code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	Account Number	<input type="text"/>						
Card Holder(s) Name																
Bank Name																

Please Note: Faster payment closure transfers are capped at £75,000 as per our Terms & Conditions. For closure balances greater than £75,000, a CHAPs payment will need to be completed. A Charge of £25 will be applied to the debiting account. Our Tariff of Charges can be found here: www.srbs.co.uk/savings/savings-charges/.

Closure Reason

What is your reason(s) for closing this account(s)?

--

Agreement and Declaration

By signing below,

- I/we request that the Society close the account(s) specified in this form.
- Where the closure proceeds are to be sent by Faster Payment, I/we confirm that the bank details provided above are correct.
- I/We understand that it is my/our responsibility to ensure these details are accurate
- I/We understand that the Society may require additional information or documentation before completing the closure request.

If the account passbook has been Lost or Stolen (Leave tick box blank if not applicable)

If the passbook for the above account(s) has not been presented, **please tick here** to confirm that the passbook is **lost or stolen** and request that the Society cancel the existing passbook. A new passbook **will not** be issued upon account closure. **Tick Here**

In turn, I/We acknowledge and agree that:

- The existing passbook will be treated as cancelled and will no longer be valid.
- If the passbook is subsequently found, it must not be used and should be returned to the Society.
- The Society may carry out appropriate security and verification checks before processing the closure.
- Where applicable, a charge may be applied if a passbook has been lost more than once. The current fee is set out in the Society's Tariff of Charges, available in branch or on our website (<https://srbs.co.uk/savings/savings-forms-and-leaflets/>).

Signed - Account holder 1		Signed - Account holder 2	
*Signature	<input type="text"/>	*Signature	<input type="text"/>
*Date	<input type="text"/>	*Date	<input type="text"/>

Office Use Only

Stamp Passbook <input type="checkbox"/> Check Signature Matches <input type="checkbox"/> ID seen if required <input type="checkbox"/> Nominated bank account checked <input type="checkbox"/>			
Member CUID	<input type="text"/>	Account number(s)	<input type="text"/>
Input by	<input type="text"/>	Actioned by	<input type="text"/>