United Trust Bank

Savings & Deposits

Bereavement - Request to Close Account(s)

Important information detailing the sections you will need to complete

You will need to complete different sections of this form depending on the total balance(s) of the late customer's account(s). Please complete the correct sections so we can process your request correctly.

If you are applying for or have already gained a Grant of Probate / Letters of Confirmation we must see the original sealed documents regardless of the estate value before we can close any of the account(s). This must be signed by the Executor(s) named on the Probate document.

Total balance of the account(s) is under £5,000 (Where probate has not been obtained) – Complete sections 1 and 2, and the Personal Representative is required to complete and sign Section 3. In addition, one form of identification from each of **List A** and **B**, per representative, is required.

Total balance of the account(s) is between £5,000-£30,000 (Where probate has not been obtained) – Complete sections 1 and 2. The Personal Representative and either a Commissioner for Oaths / Solicitor is also required to complete and sign Section 4. In addition, one form of identification from each of **List A** and **B**, per representative, is required.

Total balance of the account(s) is over £30,000 (Or where probate has been obtained for any amount) – Complete sections 1 and 2. The Executor or Administrator is required to complete and sign Section 5. (All Executor(s) must sign section 5). In addition, one form of identification from each of **List A** and **B**, per representative, is required. The Grant of Probate / Letters of Confirmation must be the original sealed document.

List A
- Valid Passport
- Valid UK Photocard Driving Licence
- HMRC Tax Notification dated within the last 12 months
- Department of Work & Pensions Communication dated within the last 12 months
- Valid Firearms Certificate
- Valid Armed Forces or National ID Card
- Police Warrant Card

List B
- HMRC Tax Notification (If not used as List A)
- DWP Notification (If not used as List A)
- Current year's Council Tax Bill
- Bank or Building Society Statement (dated within the last 3 months)
- Credit Card Statement (dated within the last 3 months)
- Utility Bill -Excluding Mobile Phones (dated within the last 3 months)
- Mortgage Statement (dated within the last 6 months)

1. Deceased Customer details

Title:

Forenames:

Surname:

Home address:

Postcode:

Country:

Date of birth:

Date of death:

Please specify the account number of any ONE account held by the deceased:

A/C No.:

2. Personal Representative details

Title:

Forenames:

Surname:

Home address:

Postcode:

Country:

Date of birth:

Country of birth:

National insurance number (Required for an APS Certificate):

Telephone:

Mobile:

Email:

If there is more than one Personal Representative, please provide the information on a duplicate sheet.

Please note all original documentation will be returned.

Statutory Declarations of Personal Representative & Beneficiary

3. Declaration and Signature for closures under £5,000 (where Probate has not been obtained)

I, the named Personal Representative, confirm & agree:
- No Grant of Probate, Letters of Administration or Confirmation (Scotland) have been granted to the late customer's estate
- I am legally entitled to administer the late customer's estate and, if there is anyone else entitled to administer the estate, I have their consent to close the Account(s)
- To indemnify United Trust Bank against any claims, proceedings, damages or expenses by reason of it acting in accordance with my instructions
- The funds will be transferred to an account in the name of the Executor(s) or their Solicitor's firm

☐ The closing balance should be transferred to the following account:

Sort Code:

Account Number:

Account Name:

Signature of Personal Representative:

Name

Date

4. Declaration and Signature for closures between £5,000 - £30,000 (where Probate has not been obtained)

I, the named Personal Representative, do solemnly and sincerely declare that:
- No Grant of Probate/Letters of Administration or Confirmation (Scotland) have been granted to the late customer's estate
- I am legally entitled to administer the late customer's estate. Where there are other person(s) entitled to administer the estate, I confirm that I have their consent to make this Declaration and close the account(s)
- The funds will be transferred to an account in the name of the Executor(s) or their Solicitor's firm

☐ The closing balance should be transferred to the following account:

Sort Code:

Account Number:

Account Name:

Signature of Personal Representative:

Name

Date

If you have completed section 4 please make sure a Commissioner for Oaths/Solicitor completes the following.
To be completed by a Commissioner for Oaths/Solicitor if you have completed section 4 (Legal requirement)

Declared at property address:

Postcode:

before me (Name of commissioner for Oaths/Solicitors):

Signature of Solicitor:

Name

Date

Official stamp:

5. Signature for closures over £30,000 (or where Probate has been obtained for any amount)

In order for United Trust Bank to close any of the accounts where Grant of Probate, Letters of Confirmation or Letters of Administration have been granted we must see an original sealed copy of the documents together with this completed form.

Please note the funds can only be transferred to an account in the name of the Executor(s) or their Solicitor's firm.

Please tick in the appropriate box below:

☐ The closing balance should be transferred to the following account:

Sort Code:

Account Number:

Account Name:

Signature(s) of Executor or Administrator

Signature of Executor or Administrator:

Name

Date

Signature of Second Executor or Administrator (if applicable):

Name

Date

Signature of Third Executor or Administrator (if applicable):

Name

Date

Signature of Fourth Executor or Administrator (if applicable):

Name

Date

Section 1

☐ This section will contain the details of the deceased customer, please note that only one account number needs to be provided in the specified box.

Section 2

☐ This section will contain the details of the person(s) acting as the Personal Representative/Executor(s).

Section 3

☐ This section is for the indemnity to close total balances valuing under £5,000; a method of closure must be clearly specified and this section must be signed by the Personal Representative/Executor(s).

Section 4

☐ This section is for the indemnity to close total balances valuing between £5,000 and £30,000; a method of closure must be specified and this section must be signed by the Personal Representative/Executor(s) and officially stamped by a Solicitor/Commissioner for Oaths after they have checked the contents of the form. This section must be completed in any case where the total balance is above £5,000 unless, an Grant of Probate or Letters of Confirmation / Administration has been applied for or obtained.

Section 5

☐ This section must be completed if an application for Grant of Probate or Letters of Confirmation/Administration has been submitted regardless of the balance or if the Executor is already in possession of these documents.

United, we go further

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