

Bereavement

Request to close account(s)

This form will be scanned electronically, please help us to deal with your request correctly by writing inside the boxes in BLOCK CAPITALS and using black ink

Important information about what you will need to complete

Sections of this form may not be relevant to you, depending on the total balances held by the Society on behalf of the late customer. To help us process your request correctly please ensure that you complete the sections relevant to you.

The total balance held is £5,000.00 or less and Grant of Probate has not been obtained.

Complete **sections 1 and 2**, and the Personal Representative is required to complete and sign **section 3**.

The total balance held is between £5,000.01 and £30,000.00 and Grant of Probate has not been obtained.

Complete **sections 1 and 2**. The Personal Representative is required to complete and sign **section 4** and a Commissioner for Oaths/Solicitor must complete and sign **section 5**. This is a legal requirement.

The total balance held is over £30,000.01 or Probate has been obtained for any amount.

Complete sections 1 a	nd 2. The Executor is required to complete and sign section 6.		
1. Details of the la	te customer - Please complete in all cases		
	·		
Title	Mr Mrs Miss Ms Other		
Forename(s)			
Surname			
Residential Address Property Number	and/or Property name		
Street			
Town			
Postcode			
Date of birth	Date of death		
Please detail an account	held by the late customer. ALL accounts will be closed		
Roll Number 1			
2 Personal Penres	sentative details - Please complete in all cases		
2. i ersonar kepres	entative details. I lease complete in an cases		
Title	Mr Mrs Miss Ms Other		
Forename(s)			
Surname			
Residential Address Property Number	and/or Property name		
Street			
Town			
Postcode	Mobile telephone no.		
Date of birth			

Statutory Declarations of Personal Representative & Beneficiary

3. Declaration & Signature for closures under £5,000.00 (where Probate has not been obtained)

I, am the named Personal Representative and I confirm & agree;

- No Grant of Probate or Letters of Administration have been granted to the late customer's estate,
- I am legally entitled to administer the estate of the late customer, and in the instance that anyone else is entitled to administer the estate, I have their consent to close the account(s),
- To indemnify Harpenden Building Society against any loss, claim, damages or expenses which may arise as a consequence of them acting on my instructions.

Please mark x in the appropriate box below,				
The funds from the accounts should be transferred to the following Harpenden Building Society account.				
Roll Number 1 – –				
OR				
The closure cheque should be made payable to				
OR				
The funds should be transferred by Faster Payment to the below account				
Bank				
Sort Code				
Account Number				
Ref/Roll Number				
Account Name				
Signature of Personal Representative				
PLEASE SIGN WITHIN THIS BOX				
DATE Please write INSIDE the box				
PLEASE PRINT NAME D D M M Y Y Y Y				

4. Declaration & Signature for closures between £5,000.01 and £30,000.00 (where Probate has not been obtained)

I, am the named Personal Representative and I sincerely declare that:

- No Grant of Probate or Letters of Administration have been granted to the late customer's estate,
- I am legally entitled to administer the estate of the late customer, and in the instance that anyone else is entitled to administer the estate, I have their consent to close the account(s),
- To indemnify Harpenden Building Society against any loss, claim, damages or expenses which may arise as a consequence of them acting on my instruction.

Please mark \boldsymbol{x} in the appropriate box below,

The funds from the accounts should be transferred to the following Harpenden Building Society account.

Roll Number 1 –	
OR	
The closure cheque should be made payable to	
OR	
The funds should be transferred by Faster Payment to the	below account.
Bank	
Sort Code	
Account Number	
Ref/Roll Number	
Account Name	
If you have completed section 4 please make sure a Solicitor	/ Commissioner for Oaths completes section 5.
I do solemnly and sincerely declare that I am the Personal Repr the late customer under the Building Societies Act 1986 Section	
Signature of Personal Representative	
PLEASE SIGN WITHIN THIS BOX	
	DATE Please write INSIDE the box
PLEASE PRINT NAME	D D M M Y Y Y
5. To be completed by a Solicitor/ Commissioner f	for Oaths if you have completed section 4
Declared at	
Property Number and/or Property name	
Town	
Postcode	
Before me	
(Name of Solicitors/ Commissioner for Oaths	
Signature of Solicitor/Commissioner for Oaths	
PLEASE SIGN WITHIN THIS BOX	
	OFFICIAL
	STAMP
PLEASE PRINT NAME	
DATE Disease write INCIDE the how	
DATE Please write INSIDE the box	

6. Signature for closures over £30,000.01 or where Probate has been obtained for any amount

We will require sight of an original Grant of Probate or Letters of Administration together with this form in order to close any accounts.

The funds from the accounts should be transferred to the following Harpenden Building Society account. Roll Number 1	Please mark $oldsymbol{arkappa}$ in the appropriate box below,					
The closure cheque should be made payable to OR The funds should be transferred by Faster Payment (if the balance is of £100,000.00 or below) or CHAPS (if the balance exceeds£100,000.00) to the below account. Bank Sort Code Account Number Account Number Account Name For CHAPS only, I authorise £15.00 to be deducted from the total balance in order to process this payment. Signature(s) of Executor or Administrator PLEASE SIGN WITHIN THIS BOX PLEASE PRINT NAME PLEASE PRINT NAME PLEASE PRINT NAME PLEASE SIGN WITHIN THIS BOX PLEASE PRINT NAME PLEASE PRINT NAME	The funds from the accounts should be transferred to the	following Harpenden Building Society account.				
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PLEASE PRINT NAME DATE Please write INSIDE the box D D M M Y Y Y Y						
DATE Please write INSIDE the box D M M Y Y Y	WITHIN THIS BOX	WITHIN THIS BOX				
D D M M Y Y Y	PLEASE PRINT NAME	PLEASE PRINT NAME				
	DATE Please write INSIDE the box					
Scotland only – All Executors must sign	D D M M Y Y Y					
Scotland only - All Executors inust sign	Scotland only - All Evacutors must sign					
	Stotiand unity - All Executors must sign					

Documentation

Please tick if you require tax certificates for the accounts

Internal use only

Date received	Date sent to MST	Staff initial
Date processed	Staff initial	

Guidance for completing this form

Section	Details	~
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	
Section 3	This section is for the indemnity to close total balances of up to £5,000.00; a method of closure must be clearly specified and this section must be signed by the Personal Representative/Executor	
Section 4	This section is for the indemnity to close total balances between £5,000.01 and £30,000.00; a method of closure must be specified and this section must be signed by the Personal Representative/Executor. If completed section 5 must also be completed.	
Section 5	This section must be signed 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 between £5,000.01 and £30,000.00 unless Grant of Probate or Letters of Confirmation/Administration have been applied for or obtained.	
Section 6	This section must be completed if an application for Grant of Probate or Letters of Administration has been obtained regardless of the balance. If Letters of Confirmation have been applied for we will require the signatures of all the executors in order to close the account(s) and release the funds.	

Key

- **Executor** A person or persons who have been named in a Will or Grant of Probate document and will be responsible for dealing with the affairs of a deceased person.
- **Personal Representative** A person or persons who are representing the interests and affairs of the deceased.
- **Grant of Probate/ Letters of Administration/ Letters of Confirmation** These are documents which will contain an official government seal which legally confirm that the person/persons named on the document are handling the interests and affairs of the deceased. In Scotland Letters of Administration will be referred to as Letters of Confirmation.

If you require any assistance completing this form, please contact Member Services on 01582 765411 or email them at memberservices@harpendenbs.co.uk.

Once this form is completed please forward it to Member Services using the enclosed prepaid envelope or using our freepost address;

Harpenden Building Society FREEPOST SB165 14 Station Road Harpenden Hertfordshire AL5 4BR



Contact us by post · phone · online · in branch harpendenbs.co.uk

Harpenden

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Radlett

341 Watling Street Radlett Hertfordshire WD7 7LB Tel: 01923 854457

Tring

38 High Street Tring Hertfordshire HP23 5AA Tel: 01442 824722

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