

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 probate has not been obtained;

Complete sections 1, the Personal Representative/Executor is required to complete and sign section 2 and section 3 is to be completed by a Solicitor/ Commissioner for Oaths.

The total balance held exceeds £5,000.00 or probate has been obtained for any amount;

Complete sections 1, and the Personal Representative(s)/ Executor(s) are required to complete and sign section 4.

1. Details of the late customer					
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 the account(s) held by the late customer.					
Roll Number 1					
Roll Number 2					
Roll Number 3					
Roll Number 4					

Statutory Declarations of Personal Representative/ Executor & Beneficiary

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

I, am the named Executor/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 there are other Executors/ Personal Representatives 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 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 2 please ensure that a Solicitor/ Commissioner for Oaths completes section 3 (legal requirement).				
I do solemnly and sincerely declare that I am the Personal Representative/ Executor and am entitled to claim the balance of the late customer under the Building Societies Act 1986 Section 22.				
Signature of Personal Representative/Executor PLEASE SIGN WITHIN THIS BOX				
PLEASE PRINT NAME				
DATE Please write INSIDE the box				

3. To be completed by a Solicitor/ Commissioner for Oaths if you have completed section 2
Declared at
Property Number and/or Property name
Street
Town
Postcode
Before me
(Name of Solicitors/ Commissioner for Oaths
Signature of Solicitor/ Commissioner of Oaths PLEASE SIGN WITHIN THIS BOX
PLEASE PRINT NAME
DATE Please write INSIDE the box
Official Stamp
4. Signature for closures over £5,000.00 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.
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
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
Ref/Roll 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				
1. Signature of Executor or Administrator PLEASE SIGN WITHIN THIS BOX				
PLEASE PRINT NAME				
2. Signature of second Executor or Administrator (Scotland only) PLEASE SIGN WITHIN THIS BOX				
PLEASE PRINT NAME				
3. Signature of third Executor or Administrator (Scotland only) PLEASE SIGN WITHIN THIS BOX				
PLEASE PRINT NAME				
4. Signature of fourth Executor or Administrator (Scotland only) PLEASE SIGN WITHIN THIS BOX				
PLEASE PRINT NAME				
DATE Please write INSIDE the box				
Scotland only – All Executors must sign				
Do you require Tax Certificates for the account(s)?	Yes No			

Branch use only		
Date received	Date sent to MST	Staff initial
Member Services use only		
Date received	Date sent to MST	Staff initial

Guidance for completing this form

Section	Details	•
Section 1	This section will capture to details of the late customer, please state all known accounts of the customer.	
Section 2	This section is the indemnity required to close total balances under £5,000.00. Please clearly state how you wish to receive the funds.	
Section 3	This section must be signed and officially stamped by a Solicitor/ Commissioner for Oaths after they have checked the contents of the form. This form must be completed in all cases where the total balance does not exceed £5,000.00, unless Grant of Probate/ Letters of Administration have been applied for or obtained.	
Section 4	This section must be completed when Grant of Probate or Letters of Administration have been sought regardless of the balance held with Harpenden Building Society. If Letters of Confirmation have been applied for (Scotland) all Executors signatures will be required in order to close the account. Please ensure that you indicate clearly how you wish to receive 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

Head Office: Mardall House, 9-11 Vaughan Road, Harpenden, Hertfordshire AL5 4HU www.harpendenbs.co.uk

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Firm reference number: 157260