

# Account Closure (up to £5,000)

**This form is to be completed by the Personal Representative(s) of the deceased customer.**

Please complete sections 1 & 2, 5-7 to request closure of account(s) if:

- You are a Personal Representative(s) who is the SPOUSE/ CIVIL PARTNER/ CHILD/ PARENT (not inclusive of step family) of the deceased. The order of priority of these relatives follows the laws of intestacy.
- You are **not** applying for Grant of Probate/ Certificate of Confirmation/ Letters of Administration
- There is a total of up to £5,000 held with Skipton

**Please complete sections 1 & 2 and 4-7 if you are a Personal Representative(s) who is not not any of the above named relatives or are not related to the deceased.**

## Providing a Statutory Declaration

You will need to provide a Statutory Declaration administered by a Solicitor/Commissioner of Oaths. A Statutory Declaration is a formal statement that the information you are providing is true to the best of your knowledge.

The Statutory Declaration can be found in section 4.

Section 3 to be completed by a solicitor only where they are acting on behalf of the Personal Representatives named on this form

## Section 1: Details of the deceased customer

Full name of deceased

Account Number(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there are more than 6 accounts, please include a covering letter with the additional account numbers.

## Section 2: Details of Personal Representative(s)

### First Personal Representative (our main contact)

Title  Forename

Surname

Current Address   
  
Postcode

Date of birth (DD/MM/YYYY)  
  /   /

Are you an existing Skipton Building Society Customer? Yes ☐ No ☐

Enter account number

### In what capacity are you requesting account closure?

- ☐ Executor - a will has been left  
☐ Administrator or next of kin and no will has been left

### Relationship to the deceased customer

- ☐ Spouse/Civil Partner ☐ Parent  
☐ Adult Child ☐ Other (Please State)

### Second Personal Representative

Title  Forename

Surname

Current Address   
  
Postcode

Date of birth (DD/MM/YYYY)  
  /   /

Are you an existing Skipton Building Society Customer? Yes ☐ No ☐

Enter account number

### In what capacity are you requesting account closure?

- ☐ Executor - a will has been left  
☐ Administrator or next of kin and no will has been left

### Relationship to the deceased customer

- ☐ Spouse/Civil Partner ☐ Parent  
☐ Adult Child ☐ Other (Please State)

Continued overleaf

## Section 2: Details of Personal Representative(s) (continued)

### Third Personal Representative

Title  Forename

Surname

Current Address   
  
Postcode

Date of birth (DD/MM/YYYY)  
 /  /

Are you an existing Skipton Building Society Customer? Yes ☐ No ☐

Enter account number

#### In what capacity are you requesting account closure?

- ☐ Executor - a will has been left  
☐ Administrator or next of kin and no will has been left

#### Relationship to the deceased customer

- ☐ Spouse/Civil Partner ☐ Parent  
☐ Adult Child ☐ Other (Please State)

### Fourth Personal Representative

Title  Forename

Surname

Current Address   
  
Postcode

Date of birth (DD/MM/YYYY)  
 /  /

Are you an existing Skipton Building Society Customer? Yes ☐ No ☐

Enter account number

#### In what capacity are you requesting account closure?

- ☐ Executor - a will has been left  
☐ Administrator or next of kin and no will has been left

#### Relationship to the deceased customer

- ☐ Spouse/Civil Partner ☐ Parent  
☐ Adult Child ☐ Other (Please State)

## Section 3: Solicitor details

Only complete if there is a solicitor acting on behalf of the Personal Representatives named in section 2.

Solicitor name

Telephone number

Firm name

Reference

Firm SRA/CLC number

## Section 4: Statutory Declaration

By signing this declaration you are confirming you are not obtaining Grant of Probate, Letters of Administration or Certificate of Confirmation

I/We do solemnly and sincerely declare that   
of (address)  at the  
date of death on  held no more than £5,000 in savings accounts with Skipton Building Society.

I am/we are the Personal Representative(s) entitled to administer the deceased's estate and there are no other Personal Representatives. I am/we are the only person(s) entitled to administer the estate.

I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835

Continued overleaf

## Section 4: Statutory Declaration (continued)

DECLARED at   
in the County of   
this  day of  20   
Before me

*Please print solicitor name or Commissioner of Oaths or Licensed Conveyancer's*

Solicitor / Commissioner for Oaths / licensed conveyancer

*Please place Solicitor Firm stamp in this space where applicable (If the firm does not have a stamp, the person administering this should sign and date in this box).*

Signature of each Personal Representative. To be signed in the presence of a Solicitor or Commissioner for Oaths or Licensed Conveyancer

First Personal Representative

Second Personal Representative

Third Personal Representative

Fourth Personal Representative

## Section 5: Closing Instructions

Please list all the account numbers you wish to close at this time.

Account Number(s)

1.   
3.   
5.

2.   
4.   
6.

If there are more than 6 account numbers you wish to close at this time, please include in a cover letter.

### Additional Permitted Subscriptions (APS)

This section only applies if you are closing an ISA.

If the deceased is your spouse or civil partner and had savings in ISAs, you may still be able to benefit from whatever they'd built up in tax-free entitlements by transferring the amount that they held in their ISA into a Legacy Cash ISA. This is known as an Additional Permitted Subscription (APS) allowance.

If you wish to know more, please read our APS for ISAs leaflet before completing this section. You can find this information at <https://www.skipton.co.uk/savings/additional-permitted-subscriptions>, or you can contact us using the details below.

Please complete this section if you wish to transfer any funds you are entitled to into a Legacy Cash ISA with us. **You will also need to complete and send a Legacy Cash ISA application form. If there are ISAs elsewhere to transfer an APS Transfer Authority Form will also be needed.**

I/We wish to transfer the amount of £  as part of an APS allowance to a Legacy

Cash ISA in the name of

### Closing instruction

I/We wish to close the above account(s) using the following instructions

☐ Please transfer funds into Skipton account number   
or new account ☐ (You will also need to complete and send in a new account application form)

☐ Please send me a cheque made payable to

☐ Please send the cheque to the following address

Continued overleaf

## Section 5: Closing Instructions (*continued*)

☐ Please transfer to bank/building society account: Account holder's name(s)

Account Number

Sort code

Bank/building society name

Payment / Account reference

## Section 6: Statement Request

Please confirm if you require any of the following.

☐ Closing Statement

☐ Interest Statement

## Section 7: Declaration

I/We confirm that I am/we are the personal representative(s) of the estate of

Name of deceased

passed away on (DD/MM/YYYY)

at (place)

All personal representatives declare:

- I am/we are authorised to receive the balance of the Skipton accounts held by the person named above
- No Grant of Probate/Certificate of Confirmation/Letters of Administration have been applied for or granted for the estate of the person named above
- I/We authorise Skipton Building Society to close the Skipton account(s) held by the person named above and pay the full balance according to the closing instructions set out in Section 5.

### Indemnity – the legal commitment you are making

- I/we fully indemnify Skipton Building Society against any loss that it may incur, or claims that may be brought against it, as a result of releasing the funds according to the closing instructions set out in Section 5.
- I/we acknowledge that Skipton has agreed to act on my/our instructions in good faith and will rely on the information I/we have provided. If I/we or Skipton become aware of circumstances under which I/we are not entitled to receive these funds, I/we agree to return the funds in full within 14 calendar days

### First Personal Representative

Signature

Date (DD/MM/YYYY)

 /  / 

I authorise an electronic ID check ☐

(See section 8 for further detail regarding this)

### Second Personal Representative

Signature

Date (DD/MM/YYYY)

 /  / 

I authorise an electronic ID check ☐

(See section 8 for further detail regarding this)

### Third Personal Representative

Signature

Date (DD/MM/YYYY)

 /  / 

I authorise an electronic ID check ☐

(See section 8 for further detail regarding this)

### Fourth Personal Representative

Signature

Date (DD/MM/YYYY)

 /  / 

I authorise an electronic ID check ☐

(See section 8 for further detail regarding this)

*Continued overleaf*

## Section 8: Identification Requirements

**Any Personal Representative who is an existing customer of the Society does not need to supply any identification.**

Any Personal Representative who is **NOT** an existing customer of the Society will need to supply identification to register this declaration. If you are a UK resident and are on the electoral roll for your current address we may be able to verify your identification electronically, to do this please tick the box in section 8. If we can't verify your identity electronically, you'll need to provide us with proof of ID as set out below.

### List A – Proof of who you are

- Current valid UK passport
- Current Full or Provisional UK photo-card driving licence (the date of the licence and photograph must be in date)
- Current Full valid UK paper driving licence
- Current Full EU photo-card drivers licence
- HMRC coding/assessment/statement/tax credit notification (not a P45/P60) (must be the most recently issued and less than 12m old)
- Evidence of entitlement to state/local authority benefit (most recently issued and less than 12m old)
- Evidence of entitlement to tax credit (most recently issued and less than 12m old)
- Evidence from the Department for Work & Pensions (DWP) of entitlement to state pension (most recently issued and less than 12m old)
- Evidence of entitlement to other government/local authority grant (most recently issued and less than 12m old)
- Armed Forces/Police ID Card
- Current EU Member State ID Card
- Current Signed Firearms Certificate
- Current UK Residence Permit.

### List B – Proof of where you live

- Utility bill (must be less than 3m old and show current address). We cannot accept a mobile phone bill
- Council tax bill for the current tax year
- Current UK photo-card driving licence
- Current Full valid UK paper driving licence
- Bank or Building Society statement showing address (must be issued in the last 3m). We cannot accept credit card statements
- Recent mortgage statement (must be most recent and issued in the last 12m)
- Evidence of entitlement to state/local authority benefit (must be most recent and issued in last 12m)
- Official letter from, DWP, Pension Service, Job Centre Plus or local authority confirming right to benefits (must be issued in last 3m)
- Care Home letter confirming residency and signed by an appropriate authority (must be issued in last 3m)
- Council tenancy agreement, or correspondence from local authority concerning tenancy agreement (must be issued in last 3 months)
- Court appointment instruction (e.g. Probate or Court registered Power of Attorney (must be issued in last 3m)
- Signed letter from Commanding Officer confirming residency in quarters (armed forces only) (must be on official letterhead and dated within last 3m)

\*Must be the most recently issued and less than three months old (except water bills - less than 12 months old).

### What if I don't want to send an original document?

Unfortunately we cannot accept Internet printouts. We can only accept original documents or a certified photocopy. **Our branch colleagues will be happy to certify the documents for you**, or alternatively we can accept a document certified by a person from the following list.

- Solicitor (registered with the relevant national professional body)
- Chartered Accountant (registered with the relevant national professional body)
- Barrister
- Councillor (Local or County)
- Justice of the Peace
- Post Office Certification Service
- Member of Parliament
- Registered Doctor / Dentist
- Serving Police Officer
- Regulated Financial Services Intermediary
- Officer of the armed services (armed forces applicants only)

Copies of your original documents should be certified with the words 'I confirm that I have seen the original document'

The certifier must sign and print their full name and note their profession, company address, phone number and date. The person certifying should be currently employed in a role listed above and must not be related to you in any way (i.e. they must not be your husband, wife, brother, sister-in-law etc.).

You cannot certify your own identification.



Call 0345 266 1209



Go to [skipton.co.uk](https://www.skipton.co.uk)



Visit us in branch

Skipton Building Society is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, under registration number 153706, for accepting deposits, advising on and arranging mortgages and providing Restricted financial advice. Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.