

## Important information

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 that your request can be processed correctly. Please write inside the boxes in BLOCK CAPITALS using black ink.

**PLEASE NOTE:** If the total balance of all of the late customer's accounts is in excess of £30,000 we must see an original copy of the grant of probate, letters of administration or confirmation (Scotland) together with this completed form before we can close any accounts.

**Total balance of the account(s) does not exceed £5,000**

Complete sections 1 and 2, and the Executor/Personal representative is required to complete and sign section 3

**Total balance of the account(s) is between £5,000 - £30,000**

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

**Total balance of the account(s) is over £30,000** (Any balance where probate or equivalent has been applied for or obtained)

Complete sections 1 and 2. All Executors/Personal representatives named on the grant of probate, letters of administration or confirmation (Scotland) are required to complete and sign section 6.

### 1. Details of the deceased investor (PLEASE COMPLETE IN ALL CASES)

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other	<input type="text"/>
Please enter ALL forenames	<input type="text"/>				
Surname	<input type="text"/>				
Residential address					
Property number	<input type="text"/>	and/or Property name	<input type="text"/>		
Street	<input type="text"/>				
Town	<input type="text"/>	Postcode	<input type="text"/>		
Date of birth	<input type="text"/>	Date of death	<input type="text"/>		

**Please specify the account number(s) of all Manchester Building Society accounts held by the late customer.**

If there are more than three accounts please use the continuation sheet on page 6.

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

**PLEASE NOTE:** Fixed term accounts will remain open until maturity unless stated in the fixed term account notes section on page 3, however, ALL other accounts will be closed.

### 2. Executor/personal representative details (PLEASE COMPLETE IN ALL CASES)

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Other	<input type="text"/>
Please enter ALL forenames	<input type="text"/>				
Surname	<input type="text"/>				
<b>Permanent residential address</b>					
Property number	<input type="text"/>	and/or Property name	<input type="text"/>		
Street	<input type="text"/>				
Town	<input type="text"/>	Postcode	<input type="text"/>		
<b>Contact telephone numbers</b>					
Home	<input type="text"/>	Office / mobile	<input type="text"/>		
Relationship to the deceased	<input type="text"/>				

## 2. Executor/personal representative details (PLEASE COMPLETE IN ALL CASES) continued

Title Mr  Mrs  Miss  Other

Please enter ALL forenames

Surname

**Permanent residential address**

Property number  and/or Property name

Street

Town  Postcode

**Contact telephone numbers**

Home  Office / mobile

Relationship to the deceased

Please use the continuation sheet on the last page to record the details of any additional executors.

### Proof of identity and residency

To comply with anti-money laundering regulations, all Executors / Personal Representatives who enter into a relationship with the Society must prove their identity and residency. The preferred method is via an electronic authentication system. This will match personal details against a range of publicly available records and credit records. Details of credit histories will not be made available to us and, although the data provider may log the search, it will not be used for future credit assessment purposes. There are many reasons why a match may not be obtained, for example if you have recently moved house, have little or no credit etc. In these situations, documentary evidence may need to be requested.

### Use of your personal information

The Newcastle Building Society respects your privacy rights and takes its data protection obligations very seriously. Our privacy notice sets out how we use your personal data and how we support your rights under data protection law in the UK. Any personal data that we hold about you will be stored and held securely by us. We collect your personal data when you apply for one of our products, request a service, when you visit our website/app, or communicate with us. Our privacy notice applies to personal data which is supplied by you to us by any means whether via our website, by telephone, by email or letter, or face-to-face with our branch staff. It also applies to your personal data that we receive from others, such as your mortgage intermediary, financial advisers, credit reference agencies, or any joint account holders. It is important that you revisit our privacy notice regularly, as we may change the content to reflect how we deliver our products and services. A full copy of our privacy notice can be found at: [manchester.co.uk/help-and-support/bereavement](http://manchester.co.uk/help-and-support/bereavement)

## Declarations of executor/personal representative

### 3. Declaration and signature for account closures on total balances under £5,000 (where a grant of probate or equivalent has not been applied for or obtained)

I, the named personal representative, confirm and agree:

- No grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained to the late customer's estate.
- I am legally entitled to administer the late customer's estate. (All Executors named in the will must sign).
- To indemnify the Society against any claims, proceedings, damages or expenses by reason of it acting in accordance with my instructions.

The closure cheque should be made payable to:

For payments by electronic transfer: Sort code  /  /  Account number

Name on account

Funds can only be transferred to an account on which you are named.

**Signature of executor/P/reps.**  
**PLEASE SIGN WITHIN THIS BOX**

1.

PLEASE PRINT NAME

**Signature of second executor/P/reps.**  
**PLEASE SIGN WITHIN THIS BOX**

2.

PLEASE PRINT NAME

**Date**

**4. Statutory declaration and signature for account closures on total balances between £5,000 and £30,000 (where a grant of probate or equivalent has not been applied for or obtained)**

I, the named personal representative, do solemnly and sincerely declare that:

- No grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained 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).
- To indemnify the Society against any claims, proceedings, damages or expenses by reason of it acting in accordance with my instructions.

The closure cheque should be made payable to:

For payments by electronic transfer: Sort code   /   /   Account number

Name on account

Funds can only be transferred to an account on which you are named.

**Signature of executor/P/ reps.  
PLEASE SIGN WITHIN THIS BOX**

**Signature of second executor/P/ reps.  
PLEASE SIGN WITHIN THIS BOX**

1.

2.

**Date**

PLEASE PRINT NAME

PLEASE PRINT NAME

If you have completed section 4, please make sure a solicitor/commissioner for oaths completes section 5.

**5. To be completed by a solicitor/commissioner for oaths if you have completed section 4 (Legal requirement)**

**Declared at**

Property number  and/or Property name   
Street   
Town  Postcode

**Before me**

Name of solicitor/  
commissioner of oaths

**SIGNATURE**

**Signature of solicitor/commissioner of  
oaths PLEASE SIGN WITHIN THIS BOX**

**Date**

**OFFICIAL STAMP**

PLEASE PRINT NAME

**6. Signature for account closures on total balances over £30,000 or where a grant of probate or equivalent has been applied for or obtained for any amount**

In order for the Society to close any of the accounts where grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained we must see an original copy of the documents together with this completed form.

All executors/administrators named on the grant of probate, letters of administration or confirmation (Scotland) must sign.

The closure cheque should be made payable to:

For payments by electronic transfer: Sort code   /   /   Account number

Name on account

Funds can only be transferred to an account on which you are named.

**Signature(s) of executor or administrator**

**Signature of executor or administrator  
PLEASE SIGN WITHIN THIS BOX**

1.

PLEASE PRINT NAME

**Signature of second executor or administrator  
PLEASE SIGN WITHIN THIS BOX**

2.

PLEASE PRINT NAME

**Date**

**Fixed term account rates**

If you would like **ALL** the fixed term accounts to be closed before maturity please mark **X** in this box:

**PLEASE NOTE:** Fixed term accounts can remain open until maturity or for up to 3 years if an ISA.

Fixed term account numbers to be closed

**Documentation**

If you require tax certificates please mark **X** in this box:

If you require closing statements please mark **X** in this box:

## Checklist and guide to the enclosed 'Death of investor - request to close account(s)' form

These notes will help you with the administration of the accounts. For further assistance, please visit your local branch, or telephone our Customer Contact Centre on: **0345 604 0050**, where our advisers will be pleased to help you.

		<b>P</b>
<b>Section 1</b>	This section will contain the details of the deceased customer, please provide all account numbers in the specified boxes – fixed term accounts can remain open until maturity or for 3 years if an ISA. If you wish to close these accounts please refer to page 4.	
<b>Section 2</b>	This section will contain the details of the person(s) acting as the executor/personal representative. We will also require a form of ID from each personal representative, preferably a passport or driving licence and we may perform an electronic ID check, by signing this form you agree to us doing this.	
<b>Section 3</b>	This section is for the indemnity to close total balances valuing under £5,000. It must be signed by a personal representative or all executors named in the will if one was left, unless grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained for any amount. A cheque made payable to the name inserted will be issued. If you would like an electronic transfer, please note, proof of ID and proof of bank account may be required.	
<b>Section 4</b>	This section is for the indemnity to close total balances between £5,000 and £30,000 unless grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained for any amount. This section must be signed by the executor/personal representative. A cheque made payable to the name inserted will be issued. If you would like an electronic transfer, please note, proof of ID and proof of bank account may be required. If you complete section 4, then section 5 must also be completed by a solicitor/commissioner for oaths.	
<b>Section 5</b>	This section must be completed by a solicitor/commissioner for oaths in any case where the total balances are between £5,000 and £30,000, unless grant of probate, letters of administration or confirmation (Scotland) have been applied for or obtained. This section must be signed and officially stamped by a solicitor/commissioner for oaths in administering the statutory declaration.	
<b>Section 6</b>	This section must be completed if an application for grant of probate, letters of administration or confirmation (Scotland) has/have been submitted (regardless of the balance) or if the executor is already in possession of these documents. If the grant of probate, letters of confirmation or letters of administration have been granted in multiple names, we will require the signatures of all named executors in order to close the account(s) and release the funds.	
<b>Fixed term account notes</b>	If a fixed term account is held by the deceased please specify the fixed term account number, otherwise this will remain open until maturity. If there is more than one fixed term account please state ALL the fixed term account numbers you wish to close. If the deceased held an ISA account(s) they can remain open for a maximum period of 3 years following the date of death. After 3 years, if still open, they will be transferred to a non-ISA account(s).	

### Glossary

<b>Personal representative</b>	A person or persons who are representing the interests and affairs of the deceased.
<b>Executor</b>	A person or persons who have been officially named in a will or on a grant of probate document as those handling the affairs of the deceased.
<b>Grant of probate, letters of administration or confirmation (Scotland)</b>	Documents issued with a government seal legally confirming that the person/persons named on the document are irrefutably handling the affairs of the deceased.
<b>The estate</b>	This embodies the monetary and physical assets of the deceased. The estate can include money held within bank accounts and also properties owned by the deceased.
<b>Beneficiary</b>	The person, persons, or organisation to whom the funds will be released to upon finalisation of the estate.

