# Death of Investor - Request to close account (s)



### **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

Relationship to the deceased

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.

i. Details of the deceased invest	tor (PLEASE COMPLETE IN ALL CASES)
Title	Mr Mrs Miss Other
Please enter ALL forenames	
Surname	
Residential Address	
Property Number	and/or Property name
Street	
Town	Postcode Postcode
Date of birth	Date of death
	r(s) of all Newcastle Building Society accounts held by the late customer.  blease use the continuation sheet on page 6.
Account number	
Account number	
Account number	
<b>PLEASE NOTE:</b> Fixed term accounts however, ALL other accounts will be d	will remain open until maturity unless stated in the fixed term account notes section on page 3 closed.
2. Executor / Personal Represen	tative details (PLEASE COMPLETE IN ALL CASES)
Title	Mr Mrs Miss Other
Please enter ALL forenames	
Surname	
Permanent Residential Address	
Property Number	and/or Property name
Street	
Town	Postcode Postcode
Contact telephone numbers	
Homo	Office / mobile

2. Executor / Personal Represer	itative de	tails (	PLE	AS	E CC	MPI	ETE.	IN A	LL	CA	SES	s) C	ON	ITIN	IUI	ED					
Title	Mr 🗌	Mrs		Mis	ss	(	Other														
Please enter ALL forenames																					
Surname																				$\perp$	
Permanent Residential Address																					
Property Number			anc	d/or	Prop	erty r	name														
Street																					
Town														Ро	stc	ode					
Contact telephone numbers																					
Home									Offic	e/	mob	oile					$\perp$			$\perp$	
Relationship to the deceased																					
Please use the continuation sheet	t on the la	st pag	e to	rec	cord	the	letail	s of	any	ad ad	diti	ona	ıl ex	ecu	ıto	rs.					
Declarations of Executor / F	Porconal	Popr	000	nte	ativ.	_															
<ul> <li>or equivalent has not been approached by the named Personal Representative</li> <li>No Grant of Probate, Letters of Accustomer's estate.</li> <li>I am legally entitled to administed</li> <li>To indemnify Newcastle Building accordance with my instructions</li> <li>The closure cheque should be made</li> </ul> For payments by electronic transfers	confirm and dministration the late out Society agon bayable to:	nd agre on or C ustome gainst a	ee: Confi er's e	rma estat	ation ce. (A	ll Exe	cutors dings,	nan	ned nage	in t	he w	vill r	nust	t sig	n).						
Name on Account																					
Funds can only be transferred to an account on	which you are	e named.																			
Signature of Executor / P/reps. PLEASE SIGN WITHIN THIS BOX							f seco						ps.								
1.				2														Date	<del>}</del>		
PLEASE PRINT NAME							PLE/	ASE	PRIN	1 TV	<b>IAM</b>	Ε									

# 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:

PLEASE PRINT NAME

- 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 Newcastle Building Society against any claims, proceedings, damages or expenses by reason of it acting in accordance with my instructions.

The closure cheque should be made pa	ayable to:																												
For payments by electronic transfer:	Sort C	ode							Ac	СО	unt	t nı	ım	be	r [														
Name on Account				Ī			_								Ī	Ī	i		Ī										
Funds can only be transferred to an account on w	hich you are r	named																!											
I make this solemn declaration conscientious	sly believing	the s	ame	to be	tru	e ar	nd b	y vir	rtue	of	the	pro	vis	ion	s o	f th	ie S	tat	utc	ry	De	clar	ratio	ons	Ac	t 18	35.		
Signature of Executor / P/reps. PLEASE SIGN WITHIN THIS BOX							re o SIG									re	ps.												
1.		] ] ]																					D	ate	<u> </u>				
PLEASE PRINT NAME		J		L				PI	LE <i>P</i>	SE	: DE	ZINI	T N	ΙΔΙ	ИF														
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If you have completed Section 4, pleas	e make su	re a S	olic	itor/	Со	mm	nissi	ion	er f	or (	Oat	ths	СО	mp	ole	tes	s Se	ec	tioi	n 5	j.								
5. To be completed by a Solicitor,	/Commis	oion	or f	۰، ۵	<b>\</b> _+	ha	:£ .,	<b></b>	ho				مام	<b>.</b> • •		8			n /	4 (	۱.	~~	ı .	~~	:.	0.00		٠٠١	
3. To be completed by a solicitor,	Commis	51011	ei i	OI C	Jat	115	II y	Ou	IIa	ve	CC	וווע	pie	316	;u	36	;01	.10	111 4	+ (	Le	ya		eч	uii	en	len	it)	
Declared at																													
Property Number		]	ar	nd/o	r Pr	ope	erty	na	me																			$\mathbb{T}$	
Street																												T	7
Town																			205	stc	od	e				Ī		Ī	7
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Name of solicitor /																													
Commissioner of Oaths					Γ																							Т	٦
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Oaths PLEASE SIGN WITHIN THIS BC		1		Da	ate				7		<b>σ</b>	OFI	IC	IA	LS	TA	M	P											
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# 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 Newcastle Building 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 p	ayable to:			
For payments by electronic transfer:	Sort Code	Account i	number	
Name on Account				
Funds can only be transferred to an account on w	rhich you are named.			
Signature(s) of Executor or Administ	rator			
Signature of Executor or Administra PLEASE SIGN WITHIN THIS BOX	ator	Signature of second Ex-		r
1.		2.		Date
PLEASE PRINT NAME		PLEASE PR	LINT NAME	J
Fixed term account rates				
If you would like ALL the fixed term a	ccounts to be closed	before maturity please n	nark <b>X</b> in this box:	
PLEASE NOTE: Fixed term accounts c	an remain open until	maturity or for up to 3 years	ears if an ISA.	
Fixed term account numbers to be closed				
Documentation				
If you require Tax Certificates ple	ease mark <b>X</b> in this bo	ox:		

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 734 4345, where our advisors will be pleased to help you.

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Section 1	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.	
Section 2	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.	
Section 3	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.	
Section 4	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.	
Section 5	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.	
Section 6	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.	
Fixed term account notes	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.						
Executor	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.						
Grant of Probate, Letters of Administration or Confirmation (Scotland)	Documents issued with a government seal legally confirming that the person/persons named on the document are irrefutably handling the affairs of the deceased.						

**The Estate** 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.

**Beneficiary** The person, persons, or organisation to whom the funds will be released to upon finalisation of the estate.

### **Continuation Sheet**

Please use this sheet to record additional information regarding Executors or additional accounts held by the deceased or any other information.

1. Additional Executor details (please complete if there is more than one Executor named in the will of the deceased)



