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.

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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	Mrs		Mis	ss		C	Othe	r															
Please enter ALL forenames																								
Surname																								
Residential Address																								
Property Number			ar	nd/or	Pro	oer [.]	ty na	ame																
Street																								
Town																Pos	stcc	bde						
Date of birth						[Date	ofc	leat	th [
Please specify the account number If there is more than three accounts p					-						s he	ld	oy t	he	late	cu	sto	me	r.					
Account number																								
Account number]																
Account number]																
PLEASE NOTE: Fixed term accounts however, ALL other accounts will be of 2. Executor / Personal Represent	closed.														acc	our	nt no	otes	se	ctio	on d	n p	age	e 3,
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Contact telephone numbers										Off	fice	/ m	obil	 e [Pos								

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2. Executor / Personal Representative details (PLEASE Co	OMPLETE IN ALL CASES) CONTINUED
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Please enter ALL forenames																										
Surname																										
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Street																				Τ	Ι	Ι				
Town																	Po	osta	000	de.		Ι				
Contact telephone numbers																										
Home								7		0	ffic	e/ı	mo	bile	еГ					Τ	Γ	Γ				
Relationship to the deceased										Τ											Ι					
Please use the continuation sheet	t on the	a last p	bage	to re	ecol	rd t	he c	leta	ails	of a	iny	ad	dit	ioi	nal	ex	ec	uto	ors							
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Declarations of Executor / F	Person	al Re	pre	sen	tatı	ve																				
3. Declaration and Signature for	r accol	int clo	osur	es o	n to	tal	bal	anc	es	un	der	£	5.0	00) (1	wh	er	e a	Gı	rar	nt c	of I	Pro	oba	te	
or equivalent has not been ap													,.													
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customer's estate.																										
I am legally entitled to administer To indomnify Novecetto Building	r the late	e custo	mor			(_											>								
 To indemnity Newcastle Building 	Society																	-		n o'	f it	ас	tina	a in		
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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)

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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 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 payable to:

For payments by electro	nic t	ran	sfe	r:	Ċ	Sor	t Co	ode				Ac	coi	unt	nui	mb	er						
Name on Account																							

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

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

Signature of Executor / P/reps. PLEASE SIGN WITHIN THIS BOX

1.			

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

2.	Date

Date

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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 Oaths PLEASE SIGN WITHIN THIS BOX	OFFICIAL STAMP
	Date



PLEASE PRINT NAME

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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

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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 payable to:

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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	Signature of second Executor or Administrator PLEASE SIGN WITHIN THIS BOX
1.	2. Date
PLEASE PRINT NAME	PLEASE PRINT NAME
Fixed term account rates If you would like ALL the fixed term accounts to be clo	sed before maturity please mark \mathbf{X} in this box.
PLEASE NOTE: Fixed term accounts can remain open u	ntil 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 ${f X}$ in th	s box:
If you require closing statements please mark \mathbf{X} in th	s box:

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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		
Personal Representative	A person or persons who are representing the interests and affairs of the decea	ised.
Executor	A person or persons who have been officially named in a will or on a Grant of P document as those handling the affairs of the deceased.	robate
Grant of Probate, Letters of Administration or Confirmation (Scotland)	Documents issued with a government seal legally confirming that the person/p named on the document are irrefutably handling the affairs of the deceased.	persons
The Estate	This embodies the monetary and physical assets of the deceased. The estate c 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.

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Continuation Sheet

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

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

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