

**CUSTOMER ACCOUNT DETAILS**

Title of Account	<input type="text"/>														
Account #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Customer #	U	A	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Closure (if specific date in future) (dd/mm/yy)	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	Post code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
House number/ street name	<input type="text"/>						County	<input type="text"/>							
City	<input type="text"/>						Telephone number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**CHEQUE BOOK & VISA DEBIT CARD DETAILS** (please specify what you have been issued with)

Cheque Book  VISA Debit Card  Have these been destroyed? Yes  No  Have they been submitted with this form? Yes  No

**DISPOSAL OF FUNDS**

HBL Bank UK  BACS  CHAPS  Cheque  Cash

Name of account

Account number  Sort code

Bank name  Reference

**AUTHORISATION**

Authorised Signatory (1 <sup>st</sup> Applicant)	<input type="text"/>	Authorised Signatory (Joint Applicant)	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

### What you need to do:

1. You have destroyed all your remaining cheques
2. You have destroyed all visa debit cards issued on your account (you should cut the card in 2 diagonally through the chip)
3. Ensure your account is in credit and has sufficient funds to cover any outstanding card transactions or cheques you have issued.  
**If your account is overdrawn we will not be able to close your account**
4. Ensure that all card payments and issued cheques have been paid prior to submitting for closure of your account.  
**Any outstanding items will be returned unpaid once the account is closed**
5. Advise anyone paying into your account that your account details are changing.

### Completing the form:

- a) Add your account title, including Surname, Forename and account number (these can be found on previous letters sent to you on account opening) for joint accounts, details for all account holders must be given.
- b) Add your full home address
- c) Complete the tick boxes indicating which facilities you hold on the account. Confirm you have destroyed these items.  
**If you attempt to make payment by card or cheque one the account has been closed, the transaction will be returned unpaid and you will be liable for any costs incurred**
- d) Indicate how you would like any credit balance on your account (if applicable) to be repaid  
Internal Transfer: If you have another HBL Bank UK account that you want the funds to be transferred into e.g., savings account.  
Cheque: Indicate who you want the cheque made payable to  
BACS: Indicate the account you want to transfer the funds to, account title, account number, sort code.  
CHAPS: Indicate the account you want to transfer the funds to, account title, account number, sort code.
- e) Sign form.  
**Both signatures are required for joint accounts**

### What we will do:

1. Within 2 working days of receiving the form we will close the account.
2. All Direct Debits, standing orders, outstanding cheques and your visa debit cards will be cancelled.
3. Within 5 days you will receive a letter confirming the closure on the account.

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### FOR BRANCH USE ONLY

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CLA  CAS  Letter of Closure  Uploaded on Data Store

Date \_\_\_\_\_ Reviewed by \_\_\_\_\_ Authorised by \_\_\_\_\_

Branch stamp

#### Account Closure Checklist

- Cheque book returned and/or destroyed
- Visa debit card returned and/or destroyed
- Cheque book returned and/or destroyed
- Customer informed SO and DD will be cancelled and should be transferred to new banking details
- Confirm no outstanding balances from CAS
- E-mail sent to Visa debit card team to block card
- Closure of account letter dispatched to confirm