Leeds Building Society

Account Closure Form (below £50k)

Please read the guidance notes for help with completing this form. If you need any further help, visit or call your local branch or call our Customer Contact Centre on 03452 682 642*.

Who should fill in the form?

This form should be completed by the Personal Representative. A Personal Representative can be different depending on if there is a Will in place.

- Where there is a Will – This will be an Executor of the deceased's estate.
- Where there isn't a Will (died intestate) – This will be a Next of Kin or Administrator of the deceased's estate. Only complete this form if there is no one before you in the following order in relation to the deceased:
  - Spouse/civil partner
  - Child/children
  - Grandchild/grandchildren
  - Father/mother
  - Brother(s)/sister(s)

We'll collect, store and process your personal information in accordance with our Privacy Policy. You can view our Privacy Policy on our website at leedsbuildingsociety.co.uk/_resources/pdfs/security-pdfs/guide-use-of-personal-data.pdf or you can ask us for a copy in branch.

Section 1 - Details of deceased customer			
Forename(s):		**Account number(s):**	
Surname:			
Date of birth:			

Section 2 - Details of Personal Representative(s)			
The funds will only be sent to the Personal Representative named in this section.			
Forename(s):			
Surname:			
Date of birth:			
Address:			
Postcode:			
Contact number:			
Email address:			
Relationship to the deceased:			
Are you an existing Leeds Building Society customer?	☐ **Yes** ☐ **No**	**Enter your account number:**	

If there are other Personal Representative(s) who are not signing this form, please provide their names and relationship to the deceased below. The person named above will be responsible for dealing with the accounts held with Leeds Building Society.

Name:	**Relationship:**

Leeds Building Society

Section 3 - Solicitor's details

Only complete this section if you're the solicitor dealing with the deceased's estate. You are (delete as appropriate): acting as an Executor of the deceased's estate (or) acting on behalf of the Personal Representative(s) named in section 2.

Solicitor's name:			
Firm name:		Reference:	
Firm address:			
Firm SRA number:			
Telephone number:			

Section 4 - Payment details

Please let us know how you'd like the funds to be sent to you by ticking the options below. We'll close all accounts via the same method and send to the same recipient.

☐ Electronic payment*

*If you've chosen electronic payment, please provide a recent bank statement in the name of the person receiving the money. The account details must be the same as the ones listed on this form.

Account holder name:	
Account number:	
Sort code:	
Reference:	
Roll number (roll number where the money is going to a building society):	

☐ Please send the balance(s) by cheque (cheques will be made payable to the first named in Section 2)

☐ Keep the following Bond(s)/ISA(s) open until maturity (see Section 4 of the guidance notes for details relating to ISA accounts): We'll let you know when the account(s) is due to mature and arrange next steps.

Account number:	
Account number:	
Account number:	

All payments will be subject to regulatory checks to comply with current legal, compliance, and money laundering regulations, which may delay the payments.

Section 5 - Declaration and signature

By signing this form, I confirm and agree that:

- I am the / one of the Personal Representative(s) of the deceased's estate and legally entitled to administer the estate.
- I attach or have provided an original or certified copy of the deceased's Will, where there is one.
- I indemnify Leeds Building Society against any claims, proceedings, damages, or expenses by reason of acting on my instructions.
- I agree to reimburse Leeds Building Society for any losses or costs incurred as a result of another person being entitled to, or claiming to be entitled to, any share of the deceased's estate including any monies paid or transferred.

One form of identification must be provided for the first named Personal Representative in Section 2. Identification is not required if you're a solicitor or an existing customer of the Society. Please see the guidance notes below for acceptable forms of identification.

Name:			
Signature:		Date:	/ /

Once this form is completed, please return along with an original or certified copy of the Will and a copy of your identification and bank statement (where required) to:

- Customer Support, Leeds Building Society, PO Box 228, Leeds, LS1 9LN
- Your local branch. You can find details of your nearest branch at leedsbuildingsociety.co.uk/find-a-branch

Leeds Building Society

Guidance Notes for Completion

Please refer to the guidance notes for help with completing this form. If you require any further help, visit or call your local branch or call our Customer Contact Centre on 03452 682 642*.

Terms we've used throughout this form and their meaning

Administrator(s): person(s) who'll deal with an estate where no Will has been left.
Executor(s): person(s) appointed to deal with an estate when a Will has been left.
Intestate: when a person dies without leaving a Will. The law will decide who inherits if there is no Will.
Next of Kin: a person's closest living relative, such as a spouse, civil partner, child or sibling.
Personal Representative: The person legally responsible for dealing with the estate of a person who has passed away. This is also referred to as an Executor or an Administrator.

Section 1
You don't need to include details of joint accounts on this form as these will automatically be transferred to the joint account holder(s).

Section 2
Add the name of the Personal Representative who'll administer the deceased's estate with the Society.

The person named in this Section will be responsible for administering the accounts held with the Leeds Building Society and will be responsible for signing the declaration in Section 5. If there is more than one Personal Representative, they must all be named in this Section.

If there's more than one Personal Representative, you may want to think about getting independent legal advice.

Section 4
Closing balances can only be transferred to the first named in Section 2. Where a cheque closure is requested, this will be made payable to the first named in Section 2.

Definitions:

Reference - A reference you can use to identify the payment.
Roll number - A roll number is a unique identifier and is traditionally used by building societies.

Accounts to remain open
Fixed rate ISA/Bonds can remain open until maturity date (see ISA accounts, where ISA maturity date is greater than three years). Before the date of maturity, a letter will be sent to the first named in Section 2 providing a list of options for the account.

ISA accounts
ISA account will still benefit from the tax-free status until one of the following happens (whichever is soonest):

- Completion of the deceased's estate
- Closure of the account
- The third anniversary of the death of the account holder.

We'll let the Personal Representative know any figures they might need, and what to do next.

Section 5
Declaration - By signing this form you are promising to pay us any losses we suffer as a result of us following your instructions. This is a legal commitment, so please take legal advice if you are unsure of anything on this form.

The Will must be either an original or a certified copy. A 'certified copy' is a copy of a document which has been confirmed as the same as the original by a recognised professional, who may charge for this service. We'll certify any documents we need for your application free of charge at any of our branches.

Who can certify a document?

- Chartered & Certified Accountant
- Bank/Building Society Managers
- Post Office staff (certification service only)
- Commissioners for Oaths
- General Practitioner or Doctor
- Independent Financial Advisers

*We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels and for colleague training purposes. If you are contacting us by email and not using our secure email facility, please remember not to send any personal, financial or banking information because your information isn't secure.

- Justice of the Peace
- Practising Solicitor
- A member of Leeds Building Society Staff

What needs to be written on the certified copy?

The certified copy document must include the registered professional's:
- Full name and occupation
- Company address and phone number
- Signature and the date
- Official stamp (if applicable)

The following statement: 'I confirm I have seen the original document and this copy is an accurate, unaltered and unedited replica of the original.'

Below is a list of acceptable ID for the first named personal representative in Section 2. This can be original or a copy:
- Current UK, EU or EEA Passport (Swiss Passport also accepted)
- Current UK (full or provisional) driving licence bearing an up-to-date photograph
- Valid Shotgun Licence or Firearms Certificate issued by your local police force
- Valid EU or EEA Member State Identity Card (Swiss Member Card also accepted)
- Identity Card issued by the Electoral Office for Northern Ireland (i.e. current Northern Ireland Voter's Card)
- Valid Blue Disabled Driver's Pass issued by a UK Local Authority (Council)
- Biometric Residence Cards (for permanent residence) issued by HM Government
- HMRC Tax Notification correspondence (including tax assessment; PAYE coding) please note a P45 or P60 is not acceptable
- Benefits agency letter of notification confirming rights to state benefits (including DWP, Job Centre Plus, State Pension, Local Authority Housing)