

Personal Customer Account Closure Request Form - Current Accounts & Savings Accounts



Ulster Bank

This form can only be used to close Current Accounts and/or Savings Accounts.

Please note – When closing your account(s), please fill out this form and return it by post to **Ulster Bank – Freepost, Customer Service Centre, PO BOX No 5168 Dublin 2.**

If posting the form from outside of the Republic of Ireland please return this to form to **Ulster Bank Ireland DAC, Block B, Central Park, Leopardstown, Dublin 18.**

You are requesting that Ulster Bank close your accounts. In order for us to process this request we require you to fill out the details below to let us know which account(s) you wish to close. When filling this form out you will need your Account Number and Sort Code details, which can be found on your bank statement.

1. You must have another Bank account where we will transfer your balance to, you **MUST** also be named on this account either as Sole owner or Joint owner. The remaining balance will be calculated once all interest, fees & charges have been applied.
2. Alternatively if you wish to transfer the balance in your account to one of Ulster Banks chosen Charities, please see below.
3. Ensure all cheques, debit cards and ATM entries have been presented for payment before closing your account.
4. Standing Orders on the account will be cancelled once the account is closed, you will need to set up your Standing Orders again with your new bank account.
5. If you have any Direct Debits on your account(s) then you will need to contact your originator directly to confirm cancellation and / or to make alternative arrangements.
6. If you hold any additional Products with Ulster Bank, this means that Ulster Bank is the Direct Debit originator and you will need to provide us with details of your new Current account to ensure that your Direct Debits can be updated prior to your next payment date.
Please visit the Customer Support Hub on www.ulsterbank.ie to view details on how you can update the Direct Debit details for an Ulster Bank Mortgage, Personal Loan or Credit Card.
7. There is no charge applied for closing your account. Only fees, interest and charges owed are taken at closure.

1. Account details of account(s) you are closing

Name(s) on Account

Account number

Sort code

2. Account details of new account to transfer funds to

Please provide your new account details to transfer balance of funds to.

- This must be with another Financial Institution and not an account with Ulster Bank.
- International Payments will be made in EUR. Your receiving bank may charge a conversion fee.

Name(s) on Account

IBAN

BIC

OR

If you wish to donate the balance in your account to Charity, please select your chosen Charity below:

- Concern
- Barnardos
- Age Action
- Irish Cancer Society
- Pieta

3. In addition

Please make sure you complete the following when closing your account:

- Destroy all Cards associated with the account on closure.
- Destroy all Cheque Books associated with the account on closure.
- Be aware that any cheques presented for payment will be returned unpaid after your account is closed.
- Be aware that any Direct Debits presented for payment will be returned unpaid after your account is closed.

I/We confirm I/we understand all of the above and the action that I/we must take

Once your account has been closed you will no longer have access to this account.

Once we receive your request it can take up to 2 Days for the account to close. Should we require further information to process your request, a member of staff will contact you directly and your account may take up to 5 days to close. You will receive a final statement 7 working days following closure of your account.

4. Confirmation

Please note, where there is limited access to your joint account(s) consent is needed from all named account holders to close the account. Otherwise consent is only required by one named account holder to close the account.

Full Name _____

Full Name _____

Date (DD/MM/YYYY) _____

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