

# Account Closure Form - Business Current and Savings Accounts only



If you wish to close your account(s), please complete this form and return to Ulster Bank Ireland DAC, PO Box 13432, Dublin 18.

## Eligibility Criteria

- You may close up to 2 accounts using this form. Only accounts in the same name and with the same signing instructions as per the mandate associated with the account(s), can be closed on this form. Accounts in any other name or with different signing instructions will require a separate closure request.
- Unless there is a Nil balance on the account(s) being closed, you **MUST** have another Bank account where we will transfer your remaining balance to. Remaining balance will be calculated once all interest, fees & charges have been applied.
- You will also need to close any safe custody arrangements, linked Commercial Cards, fixed term deposit and foreign currency accounts. If you need assistance in settling such other arrangements, please contact us at 1800 818375 (international +353 15317171).
- Your account(s) must not be overdrawn i.e. balance less than €0.

## Important Information

Please fill out the following details to confirm which account(s) you would like to close.

Tip: You'll find your account(s) details (**Sort Code, Account Number, IBAN**) next to your account(s) on **your Online Banking or on your statement**. Please make a note of these, along with the **IBAN & BIC of the account** to which you want to transfer any credit balance. Please ensure the information you key in is correct, if not, it could result in your payment being delayed.

**Once you submit your request it can take 5-7 working days for the account(s) to close. Please do not continue to actively use your account(s) to be closed, this may delay or prevent closing. Please ensure there are no pending transactions on the accounts prior to requesting closure. The account(s) should be inactive for 24 hours prior to closure.**

**NB If you require a copy of your account transaction history, please download from your Online Banking prior to closure.**

**For security reasons we may need to complete a call back with you to confirm payment details of your account balance being transferred. If the call back is unsuccessful, this may delay or prevent closing.**

## Need more support?

For additional support visit our Customer Support Hub at [www.ulsterbank.ie/businessclosurehub](http://www.ulsterbank.ie/businessclosurehub) which includes a customer support guide and frequently asked questions. Or call us on 1800 818375 (international +353 15317171).

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## 1. Contact Details

First name

Middle name

Surname

Email address

Contact number

Account name \*

*\*Please ensure account name is input as it appears on your Bank statement. Only accounts in this name and with the same signing instructions as per the mandate associated with the account(s), can be closed on this form. Accounts in any other name or with different signing instructions will require a separate closure request*

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## 2. Account(s) details

Sort code

Account number

**OR**

ULS201361RI (08/02/2022)

Page 1 of 2

IBAN

Sort code

Account number

OR

IBAN

Details of the account you would like to transfer remaining credit balance(s) to:

**Receiving Account Details**

Full name

IBAN

BIC

- This must be with another Financial Institution and not an account with Ulster Bank.
- Fees may be applied by your receiving Bank if transferring to a non-euro account.
- International Payments will be made in EUR. Your receiving bank may charge a conversion fee.

**Please note:** The balance on the account(s) in this request will be transferred to the above account. If you wish to transfer the balance of any additional accounts to a different account, you must complete a separate account closure request.

Upon closure of your account(s), you must ensure the 5 steps below are completed:

1. Securely destroy all Cards associated with the account on closure.
2. Securely destroy all Cheque Books / pre-printed cheques associated with the account on closure
3. Update standing orders with your new Bank
4. Update Direct Debit payments by contacting the originators
5. Inform originators of credits to Ulster Bank account of new account details

**For further information on moving your transactional banking, please visit our Customer Hub at [www.ulsterbank.ie/businessclosurehub](http://www.ulsterbank.ie/businessclosurehub).**

In addition, we (Ulster Bank) will:

1. Cancel all Debit Cards associated with the account(s) on closure
2. Cancel all Cheque Books associated with the account(s) on closure
3. Need to return unpaid any cheques presented for payment after the account(s) has been closed
4. Cancel all Direct Debit & Standing Order payments on closure
5. Cancel all Group Facilities/ interest Arrangements relating to this account(s)

**By signing this form I confirm I understand all of the above and the actions I must take.**

Once your account(s) have been closed you will no longer have access to the account on your Online & Mobile Banking. If you require a copy of the transaction history on your account, please download these prior to submitting this request. For information on how to do this, please see our Customer Hub for guidance [www.ulsterbank.ie/businessclosurehub](http://www.ulsterbank.ie/businessclosurehub). You will receive a closing statement within 3-5 days of account closure.

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**3. Confirmation**

**Please note** that this form must be signed in accordance with the current mandate / signing instructions on the account(s), or we will be unable to process this closure request.

Signature

Full Name

Date (DD/MM/YYYY)

Signature

Full Name

Date (DD/MM/YYYY)