

Closing your Credit Card

Five steps to help you choose, move and close

This guide summarises the detailed information available on the [Customer Support Hub](#)

1

CHOOSE your new provider and open your new Credit Card

- This will take time, so think about acting as soon as possible to choose your new provider and open a Credit Card with them.
- Consider applying for a balance transfer if you will be unable to clear your balance with Ulster Bank.
- Visit the [CCPC website](#) for independent and impartial product comparison tools and information.

2

Identify recurring transactions and MOVE them to your new provider

- Identify recurring transactions from your Ulster Bank Credit Card.
- Examples may include utilities; subscriptions; mobile phone bills etc.
- You must contact the service provider and inform them of your new Credit Card details to ensure your payment commitments are met.

3

Check everything is in order before closing your Ulster Bank Credit Card

- Ensure all recurring transactions have moved successfully from your Ulster Bank Credit Card to your new provider.
- Download any documents you require before closing your Ulster Bank card, e.g., statements and information on fees and charges.
- Have sufficient funds to cover your final balance and Stamp Duty (see step 5 below).

4

CLOSE your Ulster Bank Credit Card

- Choose a time of the month to close your Credit Card when there is little activity on your account in terms of recurring transactions.
- Close your account online; on our mobile app; call our Credit Card Centre on 0818 210 261; pop into your local Branch; or write to us at Ulster Bank Cards, PO Box 4015, Dublin 2.
- Once closed, safely destroy and dispose of your Credit Card, ensuring the chip is cut up several times.

5

Avoid Double Stamp Duty Charge

- Stamp Duty is a government tax of EUR30 and is charged annually and at account closure.
- It will be outlined on your final statement. Credit your card with EUR30 to cover the Stamp Duty charge – By mobile app, online, direct debit or in branch.
- If you don't pay, your account will not close and you may incur additional charges.
- Once you have closed your account and have paid the outstanding balance including Government Stamp Duty we will issue you with a Stamp Duty Letter of Closure. Give this to your new provider so you are not double charged