

# Personal Customer Account Closure Request Form - Ulster Bank

## Current Accounts & Savings Accounts

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 5706, Dublin 2.**

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 are transferring the balance to an account outside of the Republic of Ireland, please check that the address details that we hold for you on our records match the address on the receiving account. You should also note that your payments will be made in EUR currency. If you require payment in a non-EUR currency you should contact your branch to proceed. Fees may be charged by the receiving bank if transferring to non-euro account.

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

Name(s) on Account

Account number

Sort code

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### 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:

- Barnardos
- Irish Cancer Society
- Irish Heart Foundation
- Simon Community of Ireland
- St Vincent de Paul
- The Irish Hospice Foundation

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### 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.

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### 4. Confirmation - To be signed by all named parties to the account Customer signature(s)

Full Name \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

Full Name \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_