

Closure Authority Form

Completing this form

Please use BLOCK CAPITALS.

For office use **FDDWIP**

Deceased customer details

Name:

Reference:

Executor/Personal Representative(s) of the deceased customer

Please complete the information below.

Name	Relationship to deceased	Full address and post code	Contact phone number

Payment and closure instructions

I/We authorise **first direct** to close the deceased's account(s) and repay any outstanding balances held on any **first direct** credit card, personal loan and/or overdraft(s) prior to the release of any final credit balances.

Please pay the balance to:

Name of account holder:

Name of Bank or Building Society:

Sort Code:

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Account number:

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Account reference/Roll number:

The transfer will be subject to regulatory checks in line with current Legal, Compliance and Money Laundering regulations which may delay it. If for any reason we can't transfer the balance, we'll be in touch to let you know.

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If any transfers are required in a foreign currency, we'll use the **first direct** currency exchange rate at the time of the transfer. And for overseas payments we'll also need the following details:

IBAN Code:		Swift Code:	
Country:		Currency Required:	

Declaration

By signing this form I/we confirm:

- the information I/we, or any one of us, provide or have provided in the course of our dealings with **first direct** in respect of the named deceased person's estate is correct to the best of my/our knowledge;
- that I/we are legally entitled to administer the deceased's estate (in accordance with the Will or the laws of intestacy if no Will exists);
- **first direct** may provide my/our name and address to any future claimants should they approach them for information after account closure.

Where **first direct** have agreed to release funds without Grant of Probate or Letters of Administration the following will also apply:

- you accept that if any other parties come forward with a valid claim on the deceased's estate you'll be liable to repay the money to **first direct**;
- if other parties lodge a valid claim, you'll be responsible to **first direct** for any and all losses, costs or expenses incurred when dealing with any claims or demands made against **first direct** as a result of paying the money, selling or transferring investments;
- to the best of your knowledge the deceased's estate is not insolvent;
- that you confirm your full legal authority to deal with the deceased's estate when we ask you to by providing signatures of anyone who is administering the estate.

Please note that **first direct** may initiate legal proceedings to recover the money paid to you if we need to do so.

Your signature(s)

Where a Grant of Probate/Letters of Administration **is not** required, we may accept a closure form signed by ONE Executor/Next of Kin. **first direct** reserves the right to request further signatures if required.

Where a Grant of Probate/Letters of Administration is required, we'll require a closure form signed by ALL those appointed to sign.

If you're not sure about anything in this form or in the declaration, before signing it please speak to a legal advisor for professional advice.

Executor/Personal Representative 1
Date:

Executor/Personal Representative 2
Date:

Executor/Personal Representative 3
Date:

Executor/Personal Representative 4
Date: