

Section 3: Declaration

I/We confirm that I am/we are the only person(s) entitled to the funds in the above numbered account(s). These funds were previously the property of:

Full name of deceased

Who passed away on (DD/MM/YYYY)

 / /

I/We can confirm that the deceased did not have other funds elsewhere, or other property that would require a grant of probate/certificate of confirmation/letters of administration to be obtained.

I/We authorise Skipton Building Society to pay the full balance to me/us and fully indemnify the Society against any loss that it may incur, or claims that may be brought against it, as a result of releasing the funds to me/us.

First Beneficiary

Signature

Date (DD/MM/YYYY)

 / /

Second Beneficiary

Signature

Date (DD/MM/YYYY)

 / /

Third Beneficiary

Signature

Date (DD/MM/YYYY)

 / /

Fourth Beneficiary

Signature

Date (DD/MM/YYYY)

 / /

Section 4: Closing Instructions

Please list all the account numbers you wish to close at this time.

Account Number(s)

1.

2.

3.

4.

5.

6.

Additional Permitted Subscriptions (APS)

This section only applies if you are closing an ISA.

If the deceased is your spouse or civil partner and had savings in ISAs, you may still be able to benefit from whatever they'd built up in tax-free entitlements by transferring the money into a Legacy Cash ISA. This is known as an Additional Permitted Subscription (APS) allowance.

If you wish to know more, please read our APS leaflet before completing this section. You can find this information at www.skipton.co.uk, or you can contact us using the details below.

Please complete this section if you wish to transfer any funds you are entitled to into a Legacy Cash ISA with us. **You will also need to complete and send a Legacy Cash ISA application form.**

I/We wish to transfer the amount of £ as part of an APS allowance to a Legacy

Cash ISA account in the name of

Closing instruction

I/We wish to close the above account(s) using the following instructions

Please transfer funds into Skipton account number or new account

Please send me a cheque made payable to

Continued overleaf

Section 4: Closing Instructions (continued)

Please send the cheque to the following address

| |
|--|
| |
| |
| |

Please transfer to bank/building society account: Account holder's name(s)

| |
|--|
| |
|--|

Account Number Sort code

Bank/building society name Payment / Account reference

Section 5: Statement Request

Please confirm if you require any of the following. Closing Statement Interest Statement

Section 6: Identification Requirements

Any beneficiary who is an existing customer of the Society does not need to supply any identification.

Any beneficiary who is **NOT** an existing customer of the Society will need to supply identification to register this declaration.

If you take your own identification, in person, into branch, we need one piece from List A and one piece from List B. If identification is being posted, or submitted on your behalf, we need one piece from List A & one piece from List B along with one piece of additional identification from either List A or List B.

List A – Proof of who you are

- Current valid UK passport
- Current Full or Provisional UK photo-card driving licence (the date of the licence and photograph must be in date)
- Current Full valid UK paper driving licence
- Current Full EU photo-card drivers licence
- HMRC coding/assessment/statement/tax credit notification (not a P45/P60) (must be the most recently issued and less than 12m old)
- Evidence of entitlement to state/local authority benefit (most recently issued and less than 12m old)
- Evidence of entitlement to tax credit (most recently issued and less than 12m old)
- Evidence from the Department for Work & Pensions (DWP) of entitlement to state pension (most recently issued and less than 12m old)
- Evidence of entitlement to other government/local authority grant (most recently issued and less than 12m old)
- Armed Forces/Police ID Card
- Current EU Member State ID Card
- Current Signed Firearms Certificate
- Current UK Residence Permit.

List B – Proof of where you live

- Utility bill (must be less than 3m old and show current address). We cannot accept a mobile phone bill
- Council tax bill for the current tax year
- Current UK photo-card driving licence
- Current Full valid UK paper driving licence
- Bank or Building Society statement showing address (must be issued in the last 3m). We cannot accept credit card statements
- Recent mortgage statement (must be most recent and issued in the last 12m)
- Evidence of entitlement to state/local authority benefit (must be most recent and issued in last 12m)
- Official letter from, DWP, Pension Service, Job Centre Plus or local authority confirming right to benefits (must be issued in last 3m)
- Care Home letter confirming residency and signed by an appropriate authority (must be issued in last 3m)
- Council tenancy agreement, or correspondence from local authority concerning tenancy agreement (must be issued in last 3 months)
- Court appointment instruction (e.g. Probate or Court registered Power of Attorney (must be issued in last 3m)
- Signed letter from Commanding Officer confirming residency in quarters (armed forces only) (must be on official letterhead and dated within last 3m)

*Must be the most recently issued and less than three months old (except water bills - less than 12 months old).

What if I don't want to send an original document?

Unfortunately we cannot accept Internet printouts. We can only accept original documents or a certified photocopy. **Our branch colleagues will be happy to certify the documents for you**, or alternatively we can accept a document certified by a person from the following list.

- Solicitor (registered with the relevant national professional body)
- Chartered Accountant (registered with the relevant national professional body)
- Barrister
- Councillor (Local or County)
- Justice of the Peace
- Post Office Certification Service
- Member of Parliament
- Registered Doctor / Dentist
- Serving Police Officer
- Regulated Financial Services Intermediary
- Officer of the armed services (armed forces applicants only)

Copies of your original documents should be certified with the words 'I confirm that I have seen the original document'

The certifier must sign and print their full name and note their profession, company address, phone number and date. The person certifying should be currently employed in a role listed above and must not be related to you in any way (i.e. they must not be your husband, wife, brother, sister-in-law etc.). They must also not be named as a joint account holder for the new account you are opening.

You cannot certify your own identification.

Other options – If you are struggling to provide identification documents to us

If you are unable to provide sufficient identification from the list above but you are a UK resident we may be able to verify your identity by using a credit reference agency.

If you would like to authorise us to carry out this search, please tick the box below.

Section 7: Signatures

By signing below, I am authorising the above closing instructions.

Signature(s) of all Executors(s) named on the Probate document

Beneficiary 1

Signature

Print Name

Date (DD/MM/YYYY)

 / /

I authorise an electronic ID check

Beneficiary 2

Signature

Print Name

Date (DD/MM/YYYY)

 / /

I authorise an electronic ID check

Beneficiary 3

Signature

Print Name

Date (DD/MM/YYYY)

 / /

I authorise an electronic ID check

Beneficiary 4

Signature

Print Name

Date (DD/MM/YYYY)

 / /

I authorise an electronic ID check



Call 0345 266 1209



Go to [skipton.co.uk](https://www.skipton.co.uk)



Visit us in branch

Skipton Building Society is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, under registration number 153706, for accepting deposits, advising on and arranging mortgages and providing Restricted financial advice. Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.