



# Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

## Closed Account Form

### 1. Customer Details

Customer Name

Reason for closing the Account:

Date:

### 2. Account Details

Account Number:

Account Name:

Funds remaining in the Account are to be paid in Cash/by Transfer (delete as applicable) to Account Number:

Cash Payment:

£

Transfer Payment:

£

### 3. Account Services

Please tick to select all services currently being utilised on the Account to be closed.

Are there cheques/Transfers outstanding?

Interest Bearing?

Is there a Direct Debit on this account?

Is there a loan on your account?

Is there an Overdraft on your account?

Is there a Standing Order on this account?

Online Banking

Local Debit Card



When closing an account the customer must ensure to:

- Cancel Direct Debits using the form provided, and notify the Billing Organisation that the Direct Debit is to be cancelled.
- Cancel any Standing Orders on the Account using the form provided. It will be the customer's responsibility to notify the credit party of this cancellation.
- Cancel all account package features (Online Banking and Local Debit Card. Customers utilising the Interest Free Overdraft facility must ensure the Overdraft is cleared before the account may be closed).

*(In the event that a customer closes the account but has not cancelled the Direct Debit or Standing Order Services, by signing this form, these services will be cancelled automatically.)*

- Ensure that any un-presented cheques, at the time of the account closure, are made good by themselves.

By signing below the customer agrees that they understand the procedures for closing the account and their responsibilities as set out here in the Closed Account Form.

**Customer Signature & Date:** \_\_\_\_\_

BANK USE ONLY		
<b>Account Balance:</b>		
<b>Interest Payable</b>		
<b>Account cancelled by:</b> (Teller Name and Signature)		
<b>Online Banking Service cancelled by:</b> (If applicable)		
<b>Local Debit Card cancelled by:</b>		
<b>Date Processed:</b>		
<b>System Reference:</b>		
<b>Account Authorised and Checked by:</b>	<b>Authorised By:</b>	
	<b>Checked By:</b>	