

Close an account

Fill in this form if you're a Business Banking customer and want to close a business bank account or business savings account

Please fill in the form using block capitals and black ink. Tick any boxes which apply.

Fill in this form, then send it back to us. We can't close the account if it is not in credit, or if the details you've given don't match our records. You'll need pay off any overdraft or charges on your account before we can close it for you. Make sure this form is signed in line with how many signatories are needed to approve financial transactions and operate the account. If everything is correct, we'll close the account or accounts within 5 working days and send you confirmation of this.

1 Tell us the account or accounts you're closing

Business name

Account details

Sort code

Account number

Sort code

Account number

2 Tell us where to move the balance or balances to

Please tell us which account to send any money in the account or accounts to by providing account details below. If you need to transfer the money to more than 1 account, please use Mobile, Online or Telephone Banking to do this before submitting your closure request.

Name on account

Sort code

Account number

3 Your authorisation

I authorise the closure of the accounts detailed in section 1 and the movement of credit balance(s) requested in section 2 (if appropriate)

Name in full

Signature

Date

Name in full

Signature

Date

Name in full

Signature

Date

Name in full

Signature

Date

Please return this form by post to Santander Business Banking Operations, Sunderland, SR43 4FW.

Santander can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format please visit [santander.co.uk/alternativeformats](https://www.santander.co.uk/alternativeformats). For more information, ask us in branch or give us a call. If you are deaf, have hearing loss or speech loss, please use Relay UK at [relayuk.bt.com](https://www.relayuk.bt.com). This is a free service that can help you communicate over the phone. If you're using British Sign Language (BSL) and would like to use video relay, you can learn more at [santander.co.uk](https://www.santander.co.uk) by searching 'accessibility'.

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