account switching service

Interbank account switching request

Request for completion of account switch:

To:_____

_____

_____

_____

(Old bank name and address)

From: _____

_____

_____

_____

(Customer name and address)

Dear Sirs

Old account details:

Account name:

Old sort code:

Old account number:

Old building society roll number (if applicable)

Following the recent transfer of my account please can you now undertake the actions shown below.

☐ Cancel all regular payments with effect from _____ (insert date)

☐ Close the account held with yourselves on _____ (insert date)
I can confirm that I wil destroy all cheque books and cards issued on the account by or on the above date

and

☐ Send a cheque to my address detailed above

or

☐ Transfer any credit balance to the account detailed below on _____ (insert date)

New account details:

Account name:

New sort code:

New account number:

New building society roll number (if applicable)

Yours faithfully

Signature:_____ Date:_____

Name:_____

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