

# Business account closure instructions

Please print out the form and fill in all the details – if you do not complete all sections, the closure of your account may be delayed.

Business name

## Authorised signatories' details

### Authorised signatory 1

Full name   
Address   
  
  
 Postcode   
Phone number   
Mobile   
Email

### Authorised signatory 2\*

Full name   
Address\*   
  
  
 Postcode   
Phone number   
Mobile   
Email

### Authorised signatory 3

Full name   
Address\*   
  
  
 Postcode   
Phone number   
Mobile   
Email

### Authorised signatory 4\*

Full name   
Address\*   
  
  
 Postcode   
Phone number   
Mobile   
Email

\* Provide address if different from signatory 1.

## Account details and closure date

### Accounts to be closed

Sort code   -   -    
Account number          
Sort code   -   -    
Account number          
Sort code   -   -    
Account number

### When do you want us to close these accounts?

It can take up to 5 working days.

From now   
Close from   /   /

## Transfer of balances

If you have money in your accounts, what would you like to do with it?

Transfer to another account (detailed below)

Payee name

Bank name and address

Postcode

Send me a cheque

Sort code

 -  - 

Account number

Give to charity

Use for international accounts

IBAN

SWIFT BIC

## Reasons for closure

Please tick all that apply.

I'm moving abroad

Account charges/monthly fees

I'm switching to another bank

I'm opening a different Barclays account

I wasn't satisfied with the customer service

Lack of benefits/rewards

## Transaction History

Please complete this section only if you are closing a current account.

When we close your current account, we'll send you five years' worth of paper statements – unless you tell us you don't need them. We have to do this because of banking regulations. If you don't want them, just let us know by answering the question below

Would you like us to post your statements

Yes  No  If yes – How many months (1-60) would you like?

Please note if you are not closing your last account with us and you have access to Online Banking, you will continue to have access to your transactional history via our online service and therefore we will not issue it via the post.

If you find you do need these statements in the future, you can request them at any point, but we can only provide them from five years before the date you ask us.

## Authorisation

Please close the accounts detailed above. 1) I/We've returned all unused cheques and bank cards. 2) I/We confirm that all the above details are correct. 3) I/We authorise that the accounts may be closed and balances as detailed.

### Authorised signatory 1

Signature

### Authorised signatory 2

Signature

### Authorised signatory 3

Signature

### Authorised signatory 4

Signature

Please sign in accordance with the account mandate.

**PLEASE CUT UP YOUR DEBIT CARD AND CHEQUE BOOKS AND RETURN THEM WITH THIS FORM**