

# Executor instruction

## Before you start

If you are requesting a transfer of funds to an Executor or Solicitor account, please enclose a copy of a recent bank statement (dated within the last 3 months) or voided cheque or paying-in slip in the name of the executors of the deceased estate. Please note, we do not accept screenshots from an online banking portal. Solicitors must provide details of their client account on company headed paper. We are unable to make payments without supporting documentation.

Upon receipt we will contact you to confirm the request.

If you have any questions please contact our Customer Services team who will be more than happy to assist you.

Call us:

**020 3857 3050** (Monday to Friday, 9am-5pm excluding UK bank holidays)

## Returning your completed form

Send your completed form and required evidence to:

Close Brothers Savings  
10 Crown Place  
London, EC2A 4FT

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### Account information

Customer number

Customer name

2

### Option 1 - Internal transfer

Transfer of an account / deposit into an executor's eligible account. The Executor must be a Close Brothers Savings customer and will need to complete and return the enclosed application form.

Executor account name

### Option 2 - External transfer

Electronic transfer of all funds to Executor or Solicitor account.

Account name

Bank / Building society name

Sort code

Account number

Reference / Building society roll number

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### Confirmation

Please confirm your choice and ensure all executors sign below to authorise the instructions. Make sure an original or certified copy of the grant of probate is enclosed.

Option 1  Option 2

Executor's signature

Print name

Date

/   /

Executor's signature (if applicable)

Print name

Date

/   /