Card account closure form

STEP 1: DETAILS OF ACCOUNT TO BE CLOSED (OR CLOSED ACCOUNT)

Sort code: Account number: Card number: Miss Ms Mrs Mr Title: Other: Middle initial: First name: Last name: House name and/or house number: Address: Postcode:

STEP 2: REASON FOR CLOSURE			
Dormant account (not used for 12 months o	or more)		
Opened a bank account			
No longer receiving benefit			
Other reason (please state)			
STEP 3: PAYMENT INSTRUCTION			
Preferred method of payment:	Direct transfer	Cheque	
Account number for direct transfer:	Sort code for direct	transfer:	
Reference:			
Name of payee/account name:			
House name and/or House number:			
Address:			
Postcode:			

STEP 4: DECLARATION AND SIGNATURE

Please be aware that once you have signed and submitted this form we will retain this information for a period or six years after account closure. This is to comply with regulatory requirements.

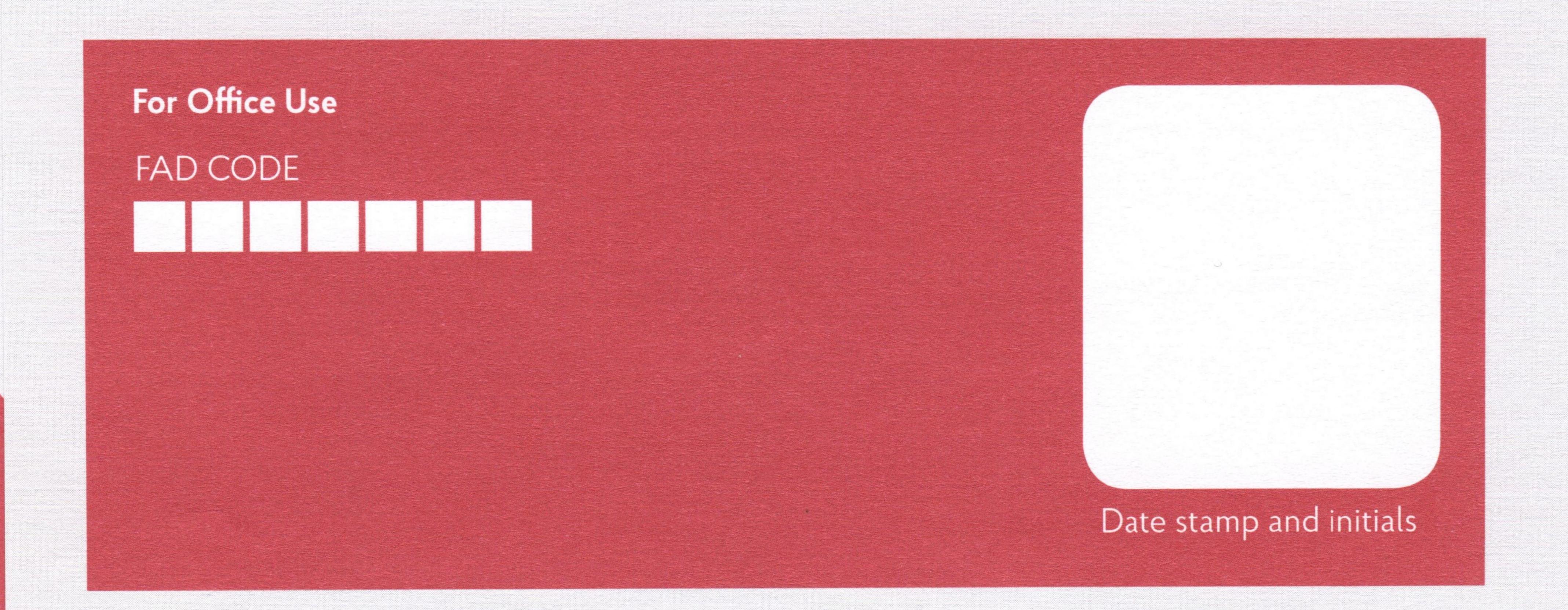
I declare that I am the account holder.

Please close this account and pay the balance due from this account or my closed account (as applicable) in accordance with the payment instructions.

I confirm that the information on this form is true and complete.

Signature (Please sign below and keep your signature inside the box):

Date of signature:



If you have any queries relating to this form ask a member of staff, phone the Post Office® helpline on **03457 22 33 44**, or textphone **03457 22 33 55**.

We can provide this leaflet in an alternative format for people who have visual or hearing impairments. This service is free of charge. Please call the Post Office® helpline on **03457 22 33 44**, or textphone **03457 22 33 55**.

Calls to 0345 will cost no more than calling a standard geographical number starting with 01 or 02 from your landline or mobile, and may be included in your call package depending upon your service provider.

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Card account closure form

You must only use this form if you are the account holder. If you are not the account holder, please use form number P6702.

Use this form if you would like to close your existing account or if you would like to claim any outstanding balance from your closed account.

Please read these notes carefully before completing this form. Once completed, take it to any Post Office branch.

Please complete this form using a black ballpoint pen and use CAPITAL LETTERS in the spaces provided.

Please do not use correction fluid. If you make a mistake ask a member of staff for another form.

Simply cross the relevant boxes.

When you sign the form please keep your signature within the box provided.

You must complete all sections of the form.

Step 1: Details of account to be closed (or closed account)

Please enter details of the Post Office card account.

You must provide the sort code and account number OR the card number OR both.

Sort code and account number are available from your statement, the card number is on the front of the card.

Please enter your name, address and postcode.

Step 2: Reason for closure

Please indicate why you no longer need your Post Office card account.

Step 3: Payment instructions

Please indicate if you would prefer any remaining balance in the account to be sent to you by cheque or by direct transfer into a bank account.

Please note that money transferred directly into another account will be received more quickly than a cheque.

You must fully complete this section with details of the payee - either the name of the person to whom the cheque will be payable or the named payee of the account to which the closing balance will be sent.

You must provide the name, address and postcode of the payee.

Please note: Reference box: You may enter your own reference details here to help you identify the payment when it reaches your account.

For payment to a building society account you MUST enter the building society account roll number in the reference box.

Please note: any errors in this section may result in rejection of your request or a delay in payment of the closing balance.

Step 4: Declaration and signature

Please check that you have fully completed the form before signing the declaration.

To help us process the form, please keep your signature within the box provided.