

Please complete this form if the balance held across all sole accounts in the deceased name total less than £30,000.00

Please complete, sign and return the form to us, together with **one item of ID** for each Executor/Administrator (see page 3) to our address at the bottom of page 4.

ID is not required for any Executor/Administrator who is an existing customer of the Society.

This form is to be completed by the executor if there is a Will, or by the next of kin if there is no Will.

If there is no Will, only sign and return this form if there is no one before you in the following order of priority:

1. Husband/Wife of the deceased	3. Grandchildren of the deceased	5. Siblings of the deceased
2. Children of the deceased	4. Parents of the deceased	

If there is someone who appears before you in this list, they must complete this form.

By signing this form you agree to indemnify CBS from and against all claims and demands against the funds of CBS from any other person in respect of the closure of the deceased's account(s).

SECTION 1 - INFORMATION ABOUT THE DECEASED

Title		Surname	
Forename(s)			
Date of birth		Date of death	
Account numbers to be closed			
Address & postcode			

SECTION 2 - EXECUTOR OR NEXT OF KIN'S DETAILS

Title		Surname	
Forename(s)			
Date of birth			
Address & postcode			
Telephone number			
Relationship to the deceased			
Are you the named executor of the deceased's estate in their will?		YES	NO
If the deceased didn't have a will, are you their next of kin?		YES	NO
If there are executors or next of kin who are not signing this form, please provide their names:			

SECTION 3 - SOLICITOR DETAILS - ONLY COMPLETE IF THERE IS A SOLICITOR ACTING ON BEHALF OF THE EXECUTOR(S) OR NEXT OF KIN NAMED IN SECTION 2

The solicitor is (delete as applicable): acting as an executor of the deceased's estate [or] acting on behalf of the executor or next of kin named in Section 2

Solicitor name	
Company name	
Company address & postcode	
Telephone number	

SECTION 4 – PAYMENT DETAILS

Please transfer any closing balance of **£25,000.00 or less** to:

Payee							
Sort code							
Account number							

For balances **over £25,000.00** you can either (please tick one)

<input type="checkbox"/> Transfer to Chelsea account number									
<input type="checkbox"/> Send funds as a cheque	Payable to								
And post the cheque to address									

To keep Fixed rate Bonds open until maturity mark x in this box Fixed rate ISAs must be closed

SECTION 5 - DECLARATION AND SIGNATURE

I/We, the named executor(s) or next of kin, confirm and agree:

- I am/We are the executor(s) of the estate of the deceased customer OR I am/We are the next of kin of the above deceased (delete as applicable)
- Where I am/we are the joint executor or joint next of kin and the other executor(s)/next of kin are not signing this form, I/we confirm that I/we have the consent of all other executors or next of kin to give instructions to CBS in relation to the deceased customer's accounts with CBS.
- I am/We are entitled to receive the balance of the deceased customer's CBS accounts on behalf of the deceased customer's estate.
- I/We authorise you to close the CBS account(s) that are held in the deceased customer's sole name, and pay the funds as instructed in Section 4.
- I/We attach or have already provided CBS with an original or certified copy of the death certificate of the deceased.

SECTION 6 - PERSONAL INDEMNITY – THE LEGAL COMMITMENT YOU ARE MAKING

I/We hereby undertake to indemnify the Chelsea against any claims, proceedings, damages or expenses by reason of acting on my/our instructions.

I/We agree to reimburse the Chelsea for any losses or costs incurred as a result or another person being entitled or claiming to be entitled to any share of any money paid or transferred.

One piece of identification for the executor or next of kin named in section 2 is required, unless they are an existing customer of the Society. Please see page 3 for more information about ID.

Signature of executor or next of kin	Print name
	Date

Signature of executor or next of kin	Print name
	Date
Signature of executor or next of kin	Print name
	Date
Signature of executor or next of kin	Print name
	Date

GUIDANCE NOTES

- Any monies held in accounts that were in joint names with the deceased will automatically be transferred to the name(s) of the surviving account holder. Please do not include details of accounts held in joint names on this form.
- If there is more than one eligible executor or next of kin, they do not all need to complete this form, but they should all be named in Section 2.
- The final decision of whether or not to release the funds is entirely at the Chelsea' discretion.
- If you require any further assistance regarding completion of this form, or need any further information, please call us on **0345 1669 229**.

IDENTIFICATION

Here is a list of the types of documents we accept as proof of your name and identity. We need to see one piece of identification from the following list for the executor or next of kin named in Section 2 (this is not needed if you are an existing customer of the Society). This can be an original or a copy.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Current signed passport (UK or foreign) • Current EU or UK photo card Driving Licence (full/provisional) or full UK Driving Licence (old style) • Current EU member state ID card • Current Residence permit issued by the Home Office to EU National • Current Armed forces ID card • HMRC (Inland Revenue) coding/assessment/statement/tax credit letter issued in the last 12 months (not a P45 or P60) | <ul style="list-style-type: none"> • Current firearms certificate • Original notification letter from Department for Work and Pensions (DWP), Pension Service • Job Centre Plus or Local Authority confirming rights to benefits issued in the last 12 months • Current signed employers photo ID card • Current Foreign National ID card • Current disabled person's blue badge |
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If you're sending any ID with a photo or signature through the post then you should send copies and not the originals.

HOW WE USE YOUR PERSONAL INFORMATION

Yorkshire Building Society decides what personal information we need to collect about you, how we use it, who we share it with and how long we keep it. This makes us the data controller of your personal information for data protection purposes. We will use the personal information obtained from you and additional information obtained in the course of opening and managing your account. This includes, but is not limited to, name, address, identification, account transactions and communications and where relevant sensitive information, credit reference data, financial crime data, health details, nationality and legal proceedings. We will respect your rights to privacy and will only collect, use, store and share your personal information where a lawful purpose applies:

- | | |
|---|---|
| <ul style="list-style-type: none"> • It's necessary for the performance of a contract you have or have requested to enter into. • If we have a legal obligation. • If we have a legitimate business interest where it does not have an unfair impact on you. | <ul style="list-style-type: none"> • If you have given your consent where the collection, use, storage or sharing involves special category (sensitive) personal information (e.g. health, race and religion). • Where we believe you or another person is at risk and we need to protect your or their vital interest. • Where it's in the public interest or we have been given official authority to do so. |
|---|---|

For full details of the types of information used in each product, and the other lawful purposes we may use it for, please see our 'How we use your personal information' booklet which can be found at thechelsea.co.uk or by visiting one of our YBS branches or agencies. When you apply for an account we will use your personal information together with other information available, including relevant sensitive information (e.g. health, race and religion) for:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Identity verification (including checking documents with issuing authorities e.g. driving licence – DVLA). • Processing your application. • Contacting you where necessary. • Fraud prevention and detection. | <ul style="list-style-type: none"> • Administering your account. • Legal and regulatory compliance. • Marketing (where we have your consent) and market research. • General business purposes. |
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We will only use, keep and share your personal information as required to meet our legal and regulatory obligations or to deal with your enquiry, administer, and manage your accounts, products and relationship with us. After this time, we will delete your personal information in line with the requirements of the Financial Conduct Authority, Prudential Regulation Authority, Money Laundering regulations, Financial Ombudsman Service, HMRC and any other regulatory bodies.

WE MAY DISCLOSE YOUR PERSONAL INFORMATION WITH OTHER PEOPLE OR ORGANISATION AS FOLLOWS

- With Yorkshire Building Society and its subsidiary companies for fraud prevention, lawful purposes, account administration and for general business purposes (e.g. updating customer records, handling customer queries and complaints).
- Personal information to: (i) our external auditors and regulatory bodies, including the Financial Ombudsman Service, Prudential Regulation Authority and the Financial Conduct Authority; and (ii) associate companies, agents and service providers including solicitors and valuers acting for the Society, field agents, debt recovery agents, tracing agents, letting agents, brokers, printers, market research agencies and providers of information technology services.
- If we sell or transfer all or part of our business, we may share or transfer our customer records as part of the proposed/actual sale or transfer. However, we will only do so under a contract or where we have a legal obligation to do so. The protection, security and confidentiality of your personal information are important to us and we put in place appropriate safeguards to manage this.

YOUR RIGHTS UNDER DATA PROTECTION LAWS

You have the right to:

- Be informed about processing of your personal information.
- Have your personal information corrected if it is inaccurate or incomplete.
- Object or restrict to the processing of your personal information.
- Have your personal information erased subject to conditions (e.g. where the processing fails to satisfy legal requirements).
- Request access to your personal information and details about how we process it.
- Move, copy or transfer your personal information - also known as 'data portability'.
- Challenge automated decision-making, including profiling which tracing agents, letting agents, brokers, printers, market research agencies and providers of information technology services we use.
- If we sell or transfer all or part of our business, we may share or transfer our customer records as part of the proposed/actual sale or transfer. However, we will only do so under a contract or where we have a legal obligation to do so. The protection, security and confidentiality of your personal information are important to us and we put in place appropriate safeguards to manage this.
- We may use automated processing of your personal information to evaluate certain things about you.
- Complain to the Information Commissioner's Office (<https://ico.org.uk/>) which enforces data protection laws.

For more information please see our 'How We Use Your Personal Information' and 'Your Rights and Data Protection' booklets. Our 'How We Use Your Personal Information' booklet explains what personal information we need to collect, why we need it, where we may obtain information from and how long we keep it for. Our 'Your rights and Data Protection' Booklet provides more information on data protection laws, our legal obligation and your individual rights in relation to the processing of your personal information. To obtain a copy of these booklets, or if you wish to invoke any of the rights listed above, simply visit our website thechelsea.co.uk or alternatively call us on **0345 166 9300** or visit us in branch or agency. If you want to see what personal information we hold about you, you can request a copy of this by completing a Subject Access request form. This form can be found on our website thechelsea.co.uk

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. You can contact the DPO by writing to:

- ✉ Data Protection Officer, Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ
Or by emailing: dpo@ybs.co.uk

WE'RE HERE TO HELP

📞 **CALL US ON 0345 1669 229**

🏠 **VISIT YOUR NEAREST BRANCH**

✉ **WRITE TO US AT:**

**BEREAVEMENT TEAM
CUSTOMER SERVICE CENTRE
YORKSHIRE BUILDING SOCIETY
YORKSHIRE HOUSE
YORKSHIRE DRIVE
BRADFORD
BD5 8LJ**

🌐 **VISIT YBS.CO.UK**

Our printed material is available in alternative formats e.g. large print, braille or audio. call us on **0345 166 9300**.

