

Bereavement notification - account closure form

For Business Banking Customers

To be completed in all cases.

Please write clearly in the white spaces with capital letters or cross the boxes.

1 Details of the person who has died

Business name

Position held in business

Title Mr Mrs Miss Ms Other (please specify)

First name(s)

Surname

House number/name

Postcode

Date of death

Date notified

Business account sort code

Business main account number

Personal account sort code
(if known/applicable)

Personal main account number
(if known/applicable)

2 Details of the person (the Claimant) who is dealing with the estate

Please read the information in the section headed Personal and Business Information and Lloyds Banking Group, which explains how we will process your personal and business data and your rights in this respect.

The Claimant is the person or representative who has authority to manage the affairs of the Deceased Party including administration of funds. This could be the next of kin, an executor, an administrator or a solicitor.

Title Mr Mrs Miss Ms Other (please specify)

Your first name(s)

Your surname

Your telephone number and area dialling code

Your address (add professional company or firm's address if applicable)

Postcode

Your relationship to the deceased e.g. next of kin, executor, solicitor

I request you to pay the person(s)/firm detailed in Section 4 the sums as specified from the account(s) of the above customer.

Personal claimants:

You are required to be identified by the Bank before the release of funds. If you hold an account with Lloyds Banking Group please provide details below:

Sort code

Account number

If you do not hold an account with us please take this form with you and present your identification at your nearest Bank of Scotland branch e.g. passport, driving licence.

Declaration from the claimant

I declare that (cross one box only)

Deceased left a will

It is not intended to seek probate/confirmation and all executors named under the Will have signed in Section 3

and probate/confirmation has been/is to be obtained.

All executors named under the Will have signed in Section 3

Deceased did not leave a will

The only person(s) entitled to a share of the estate has (have) signed in Section 3

Letters of administration/confirmation have been obtained/are to be obtained. All named parties have signed in Section 3

In return for the Bank of Scotland agreeing to make the payments requested by me, I agree to indemnify and keep indemnified the Bank of Scotland against all demands, claims, liabilities, losses, charges and expenses which they may incur as a result of making the payments.

I give this indemnity both in my personal capacity and as the claimant.

Signature

Date

Please return the completed form to: Bank of Scotland, Business Banking, PO Box 1984, Andover SP10 9GZ.

3**Details and signatures of all the :-****3.1****next of kin/executor(s)/administrator**

Please read the information in the section headed Personal and Business Information and Lloyds Banking Group, which explains how we will process your personal and business data and your rights in this respect.

As the deceased's legal representatives I/we authorise Bank of Scotland to deal with the claimant named in Section 2 on how the deceased's funds are to be distributed. I/we also authorise Bank of Scotland to provide notification of death to any other member of Lloyds Banking Group for administration purposes.

Your signature

Date

Full name

Relationship to the deceased

Your signature

Date

Full name

Relationship to the deceased

Your signature

Date

Full name

Relationship to the deceased

Your signature

Date

Full name

Relationship to the deceased

3.2**remaining business partners/directors (this is still required if remaining partner(s) have signed Section 3.1)**

As business partner(s) or Director(s) on the Business Account I/we authorise Bank of Scotland to deal with the claimant named in Section 2 on how the deceased's funds are to be distributed. (Continue in Section 5 if necessary).

Your signature

Date

Full name

Connection to the business/position held

Your signature

Date

Full name

Connection to the business/position held

Your signature

Date

Full name

Connection to the business/position held

Your signature

Date

Full name

Connection to the business/position held

Please read the information in the section headed Personal and Business Information and Lloyds Banking Group, which explains how we will process your personal and business data and your rights in this respect.

Please confirm how the funds in the account(s) are to be paid - in full to a sole recipient or split between multiple recipients including next of kin, executors, administrators, solicitors and remaining business partners or directors.

Complete **only** Section 4.1 **or** 4.2.

4.1

Details of where any credit funds are to be paid in full

Direct payment to bank/building society account



Name of account holder

Sort code

Account number

Reference number (if applicable)

By cheque



Name of payee

New account - awaiting sort code and account number



Please provide the account opening reference (for example OB-RBB-123456)

Special payment instructions



Please give details

4.2

Details of where the funds are to be paid if split

This could include payment split between next of kin, executors, administrators, solicitors and remaining business partners or directors. Please continue in 'Any other relevant information' (Section 5) if necessary.

Direct payment to bank/building society account



Name of account holder

Sort code

Account number

Reference number (if applicable)

Amount to be paid or % of balance

Direct payment to bank/building society account



Name of account holder

Sort code

Account number

Reference number (if applicable)

Amount to be paid or % of balance

By cheque



Name of payee

Amount to be paid or % of balance

By cheque



Name of payee

Amount to be paid or % of balance

New account - awaiting sort code and account number



Please provide the account opening reference (for example OB-RBB-123456)

Amount to be paid or % of balance

Special Payment Instructions



Please give details

For bank use only

Date notified

D	D	M	M	Y	Y
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If the claimant is an existing Bank of Scotland customer have they been identified?

Yes

No

If **no** or the claimant is **not** a Bank of Scotland customer, identify the claimant and complete the following:

ID type and reference number

Name of staff member accepting ID

For Business Banking accounts: Please scan all correspondence.

Who looks after your personal information

Your personal information will be held by Bank of Scotland plc which is part of the Lloyds Banking Group. More information on the Group can be found at www.lloydsbankinggroup.com

How we use your personal information

We will use your personal information:

- to provide products and services, manage your relationship with us and comply with any laws or regulations we are subject to (for example the laws that prevent financial crime or the regulatory requirements governing the products we offer).
- for other purposes including improving our services, exercising our rights in relation to agreements and contracts and identifying products and services that may be of interest.

To support us with the above we analyse information we know about you and how you use our products and services, including some automated decision making. You can find out more about how we do this, and in what circumstances you can ask us to stop, in our full privacy notice.

Who we share your personal information with

Your personal information will be shared within Lloyds Banking Group and other companies that provide services to you or us, so that we and any other companies in our Group can look after your relationship with us. By sharing this information it enables us to better understand our customers' needs, run accounts and policies, and provide products and services efficiently. This processing may include activities which take place outside of the European Economic Area. If this is the case we will ensure appropriate safeguards are in place to protect your personal information. You can find out more about how we share your personal information with credit reference agencies below and can access more information about how else we share your information in our full privacy notice.

Where we collect your personal information from

We will collect personal information about you from a number of sources including:

- Information given to us on application forms, when you talk to us in branch, over the phone or through the device you use and when new services are requested.
- from analysis of how you operate our products and services, including the frequency, nature, location, origin and recipients of any payments.
- from or through other organisations (for example card associations, credit reference agencies, insurance companies, retailers, comparison websites, social media and fraud prevention agencies).
- in certain circumstances we may also use information about health or criminal convictions but we will only do this where allowed by law or if you give us your consent.

You can find out more about where we collect personal information about you from in our full privacy notice.

Do you have to give us your personal information

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. Failure to provide this information may prevent or delay us fulfilling these obligations or performing services.

What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

- the right to access the personal information we have about you. This includes information from application forms, statements, correspondence and call recordings.
- the right to get us to correct personal information that is wrong or incomplete.
- in certain circumstances, the right to ask us to stop using or delete your personal information.

- the right to receive any personal information we have collected from you in an easily re-usable format when it's processed on certain grounds, such as consent or for contractual reasons. You can also ask us to pass this information on to another organisation.

You can find out more about these rights and how you can exercise them in our full privacy notice.

Other Individuals you have financial links with

We may also collect personal information about other individuals who you have a financial link with. This may include people who you have joint accounts or policies with such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

We will collect this information to assess any applications, provide the services requested and to carry out credit reference and fraud prevention checks. You can find out more about how we process personal information about individuals with whom you have a financial link in our full privacy notice.

How we use credit reference agencies

In order to process your application we may supply your personal information to credit reference agencies (CRAs) including how you use our products and services and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity, manage your account, trace and recover debts and prevent criminal activity.

We may also continue to exchange information about you with CRAs on an ongoing basis, including about your settled accounts and any debts not fully repaid on time, information on funds going into the account, the balance on the account and, if you borrow, details of your repayments or whether you repay in full and on time. CRAs will share your information with other organisations, for example other organisations you ask to provide you with products and services. Your data will also be linked to the data of any joint applicants or other financial associates as explained above.

You can find out more about the identities of the CRAs, and the ways in which they use and share personal information, in our full privacy notice.

How we use fraud prevention agencies

The personal information we have collected from you and anyone you have a financial link with may be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found in our full privacy notice.

How we share personal information about insurance products

If you apply to us for insurance, we may pass your details to the relevant insurer and their agents. If a claim is made, any personal information given to us, or the insurer, may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

Our full privacy notice

It is important that you understand how the personal information you give us will be used. Therefore, we strongly advise that you read our full privacy notice, which you can find at www.bankofscotland.com/businessprivacy or you can ask us for a copy.

How you can contact us

If you have any questions or require more information about how we use your personal information please contact us using www.bankofscotland.co.uk/contactus/how-to-complain/complain-online

You can also call us on **0345 721 3141** or abroad **+44 131 337 4218**.

If you feel we have not answered your question Lloyds Banking Group has a Group Data Privacy Officer, who you can contact on **0131 337 4218** and tell us you want to speak to our Data Privacy Officer.

Version Control

This notice was last updated in April 2020.

Please contact us if you would like this information in an alternative format such as Braille, large print or audio.