

# Account transfer authorisation form

Instructions to your existing bank



## Completing this form

Please complete this form in BLOCK CAPITALS and black ink and return it to: Cater Allen Private Bank, 9 Nelson Street, Bradford, BD1 5AN in the pre-paid envelope provided. If you need any help to complete this form please call us on 0800 092 3300.

Please complete Section 1 as well as any other relevant Sections. Make sure you sign and date Section 5 of the form.

## Section 1 Bank and switch details

Existing bank name

Existing bank account number

Existing bank account sort code

Existing bank's switching team address

  
  
  
 Postcode

Cater Allen account name

Cater Allen account number

Cater Allen account sort code

We suggest that you choose to start the switch shortly after the largest payments will leave your account (or, if you have lots of payments all grouped together, after most of them have left the account). This will make it easier to work out how much you need in each bank account and leave time to move income payments to your Cater Allen account.

When would you like to start the switch to your Cater Allen account?

Without delay

A specific date (you can choose a date up to 60 days time)

## Instructions to my existing bank

Please act on my/our instructions set out below in Sections 2, 3 and 4 so that my existing bank account with you can be moved to Cater Allen.

## Section 2 Request for payment information

Please provide Cater Allen with full details of all the Standing Orders and Direct Debits that apply to my account.

Yes

No

## Section 3 Cancellation of mandates

Please cancel all my Standing Orders and Direct Debits once they've been set up with Cater Allen.

Yes

No

If you choose to switch without delay, your existing Standing Orders and Direct Debits will be cancelled within five days of Cater Allen receiving them from your old bank.

## Section 4 Account closure authorisation

Please forward any positive balance to my new Cater Allen account.

Yes

No

Please close my account once my switch is complete.

Yes

No

**Section 5 Customer signature(s)**

For joint accounts, we need both signatures.

Your signature

Second account holder's signature (if joint account)

Printed name

Printed name

Address:

  
  
  
 Postcode

Address:

  
  
  
 Postcode

Date

Date

Cater Allen Private Bank is able to provide literature in alternative formats. The formats available are: Large Print, Braille and Audio CD. If you would like to register to receive correspondence in an alternative format please contact us on 0800 092 3300. For the hard of hearing and/or speech impaired please use the Text Relay service. Further details can be found at <http://ngts.org.uk/>

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