

Account transfer authorisation form

Instructions to your existing bank

Cater Allen Private Bank can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format contact us on **0800 092 3300**. If you are deaf, have hearing loss or speech loss, please use Relay UK at **relayuk.bt.com**. This is a free service that can help you communicate over the phone.

Filling in this form

This form can be used to switch an account you have elsewhere to us. It lets us begin the switch process. If you don't already have a Cater Allen account to switch your existing account to, you'll need to apply for one. To apply for an account, visit **caterallen.co.uk/accounts**

Please fill in this form using block capitals and black ink. Then send it to: **Client Team, Cater Allen Operations, Sunderland, SR43 4FB** in the pre-paid envelope provided. If you need any help with this form, please call us on **0800 092 3300**.

You can get more information about switching at **caterallen.co.uk** by searching 'switching your current account'.

Please fill in section 1, as well as any other relevant sections. Please sign and date section 5 of this form.

Section 1 Bank and switch details

Existing bank name

Existing bank account number

Existing bank account sort code

Existing banks address

Postcode

Cater Allen account name

Cater Allen account number

Cater Allen account sort code

You may want to start the switch after large or grouped payments leave your account. This may give you time to move incoming payments to your new account.

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

Straight away

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

Instructions to my existing bank

Please act on the instructions in sections 2, 3 and 4 so my existing bank account can be moved to Cater Allen.

Section 2 Request for payment information

Please give Cater Allen details of all 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 straight away, your existing standing orders and Direct Debits will be cancelled as soon as possible once we receive them from your old bank.

Section 4 Account closure authorisation

Please transfer any money left over to my new Cater Allen account.

Yes No

Please close my account once the switch is complete.

Yes No

Section 5 Customer signatures

For joint accounts, we need **both** signatures.

Your signature

First name

Middle name

Surname

Address

Postcode

Date

Second account holder's signature (if it's a joint account)

First name

Middle name

Surname

Address

Postcode

Date

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