



0845 607 0666



[www.abbey.com/business](http://www.abbey.com/business)



Chat to an adviser in branch

## Account Transfer Service



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## Transfer your business accounts to Abbey in two simple steps:

1. Complete the forms inside
2. Let our Account Transfer Service take care of the rest.

Our dedicated account transfer team will make sure you enjoy a simple and straightforward move from your existing business banking provider to Abbey.

All you need to do is fill in the attached forms, sign each one and return them to us in the envelope provided. We'll do the rest.

When we receive all the completed forms we need, we will:

- Ask for your Direct Debit and standing order details from your old bank. The interbank agreement says that your old bank should send us all the information we need within three working days.
- Transfer **all** your Direct Debits and standing orders from your old business bank account unless you inform us otherwise
- Set up your standing orders on your new Abbey business account
- Contact any company that takes Direct Debits from your old account and inform them of your new account details
- Contact your previous bank to close your account when we've made the transfer. We will only do this if you have asked us to.

**Please make sure you keep enough money in both your existing and new accounts to cover your usual payments while you're making the transfer to Abbey.**

It can take up to 28 days to complete the transfer though we'll do our best to complete it sooner than this and make your move as quick and easy as possible.

If you have any questions, please give us a call on **0845 607 0666**.

Lines are open Monday to Friday 8am to 9pm and Saturday 8am to 1pm.

**Please keep this page for your records.**

# Customer authorisation



Abbey is able to provide literature in alternative formats. The formats available are: large print (as recommended by RNIB), braille, audio tape and PC disk. If you would like to register to receive correspondence in an alternative format please give us a call and ask for a 'Preferred Communication Request' form.

## Permission to contact previous bank

I/we would like Abbey to set up the regular payments on my/our new business bank account. I/we give Abbey permission to:

- Contact my/our previous bank/building society to:
  - Ask for details of Direct Debits and standing orders on the account
  - Cancel my Direct Debits and standing orders on the account
- Contact any relevant companies to ask for future payments to be paid into my/our new business account with Abbey
- Contact anyone who takes Direct Debit payments from my old account and ask them to take future payments from my/our new business account with Abbey
- Transfer **all** my/our Direct Debits and standing orders from my/our old business bank account
- Set up standing orders on my/our new business account with Abbey
- Delete any Direct Debits/Standing Orders not paid within the last two years

## Personal details

First account holder's signature

Second account holder's signature (if this applies)

Third account holder's signature (if this applies)

Fourth account holder's signature (if this applies)

For joint or multiple partnership accounts, everyone must sign.

Account holder(s) name(s)




Your telephone numbers (including area code):

Work

Home

Mobile

## Business details

Previous bank name

Previous bank account number

Previous deposit account number

Previous bank account sort code

Business name

Abbey Business Bank Account number

Abbey Business Reserve Account number

Abbey account sort code

# Please close this account

Dear Sir/Madam

I am/we are writing to ask you to close my/our account (see details below) immediately. I/we have destroyed all cards and cheque books for the account. Please write to me/us in the next week to confirm that you have closed this account.

Please send a cheque for any remaining credit to the registered account address.

## Personal details

First account holder's signature

Second account holder's signature (if this applies)

Third account holder's signature (if this applies)

Fourth account holder's signature (if this applies)

For joint or multiple partnership accounts, everyone must sign.

## FOR OFFICE USE ONLY

### Previous bank account details

Bank account number

Deposit account number

Sort code

Bank address

  
  
  

Postcode

Abbey Business Bank Account number

Abbey Business Reserve Account number

Abbey account sort code

## Business details

Previous bank name

Previous bank account number

Previous deposit account number

Previous bank account sort code

Closing balance on bank account

Closing balance on deposit account

Business name

Abbey Business Bank Account number

Abbey Business Reserve Account number

Abbey account sort code



# Moving automated regular credits into the new account

If you have any payments which are sent to your account electronically by a person or company, we can write to inform them of your new bank account details and request that future payments are made to this account. If you'd like us to do this, please fill in this form and return it to us in the envelope provided.

Details of credit		Please photocopy this form if you need to give us more details.	
<b>Details of credit</b>		<b>Details of credit</b>	
Name of company/person sending credit	<input type="text"/>	Name of company/person sending credit	<input type="text"/>
Department/contact name	<input type="text"/>	Department/contact name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode		Postcode
Telephone number (including area code)	<input type="text"/>	Telephone number (including area code)	<input type="text"/>
Reference number	<input type="text"/>	Reference number	<input type="text"/>
<b>Details of credit</b>		<b>Details of credit</b>	
Name of company/person sending credit	<input type="text"/>	Name of company/person sending credit	<input type="text"/>
Department/contact name	<input type="text"/>	Department/contact name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode		Postcode
Telephone number (including area code)	<input type="text"/>	Telephone number (including area code)	<input type="text"/>
Reference number	<input type="text"/>	Reference number	<input type="text"/>
<b>Details of credit</b>		<b>Details of credit</b>	
Name of company/person sending credit	<input type="text"/>	Name of company/person sending credit	<input type="text"/>
Department/contact name	<input type="text"/>	Department/contact name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode		Postcode
Telephone number (including area code)	<input type="text"/>	Telephone number (including area code)	<input type="text"/>
Reference number	<input type="text"/>	Reference number	<input type="text"/>