

Account Transfer Service



MORE IDEAS FOR
YOUR MONEY

PART OF THE SANTANDER GROUP

www.abbey.com

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 completed forms, 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;**
- 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; and
- Contact your previous bank to close your account when we've made the transfer 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 but we will 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

Permission to contact previous bank

Please complete in BLOCK CAPITALS and in black ink, ticking boxes where appropriate

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; and
 - 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; and
- 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

Transfer details

Preferred date for transfer to take place

OR

Transfer to take place after

Details of credit

Details of credit

Name of company/person sending credit

Department/contact name

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Telephone number (including area code)

Reference number

Details of credit

Name of company/person sending credit

Department/contact name

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Telephone number (including area code)

Reference number

Please close this account



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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 chequebooks 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

Third account holder's signature (if this applies)

Second 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

Abbey Business Bank Account number

Deposit account number

Abbey Business Reserve Account number

Sort code

Abbey account sort code

Bank address

Postcode

Business details

Previous bank name

Business name

Previous bank account number

Abbey Business Bank Account number

Previous deposit account number

Abbey Business Reserve Account number

Previous bank account sort code

Abbey account sort code

Closing balance on bank account

Closing balance on deposit account

Apply today



Call into any **Abbey branch**



Call us on **0845 607 0666***



Visit **www.abbey.com**

**ABBEY
BEST UK
BANK**

EUROMONEY

2008
Awards for
excellence

Abbey is part of the Santander Group, which has more than 150 years' experience in banking, and more branches worldwide than any other international bank. Together, Abbey and Santander are committed to serving our customers, helping you make the most of your money. In 2008, Abbey won the Euromoney 'Best UK Bank' award, and Santander won the Euromoney 'Best Global Bank' award.

Abbey is able to provide literature in alternative formats. The formats available are: large print, 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.

*Calls cost 7p plus up to 2 pence per minute from a BT Together landline (correct at 14/11/08). Mobile and other providers' charges may vary. These charges may be subject to change in the future.

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