

Business Account Closure Form



We need you to complete all sections and provide signatures in the Fraud Warning Declaration and Customer Payment Authorisation sections.

Check that you're not being scammed

- Before you complete your account closure, we want to make sure you're not the target of a scam.
- Fraudsters can be very convincing - they may pretend to be us, the police or another trusted organisation before trying to steal your money.
- If you have any doubts or are being put under pressure to make this payment, please stop and let us know - we're here to help.



Take 5 To Stop Fraud. Take a look at these questions before sending any money.

Please provide a response in each box:

Scam check questions	What this could mean	Yes / No
Are you being told what to say to us?	Virgin Money employees or the police will never ask you to move money to a 'safe account' or give you a story to use. Fraudsters may ask to stay on the phone with you while you make a payment.	
Are you being rushed or pressured into making this payment?	Fraudsters will try to make you panic or threaten you with a penalty if you don't pay straight away.	
Are you happy that you know who you are paying?	Take a minute to think about how well you know the person you are paying and if they are who they say they are.	

Please make sure that you're happy your money is safe before making this payment - you may not get it back if it goes to a fraudster. Payments will only be made if you have an outstanding credit balance on the account(s) you are closing.

Fraud warning declaration

I confirm that I do not believe this request is linked to fraud and that I am happy to proceed with closing the nominated account(s) detailed below.

Name		Name	
Customer's Signature		Customer's Signature	
Date		Date	

Signatures are required in both the Fraud Warning & Customer Authority (listed below) sections. The Fraud Warning declaration must be signed by the same individuals who sign the Customer Authority section.

Continued overleaf...

Please complete this form as required to close a business account(s) or savings account(s) excluding term deposits and currency accounts.

Once you've completed the form:

1. Upload a copy (scanned or a photo) to our secure portal: send.cbonline.co.uk/commercial
2. For each person who has signed it (wet signatures are needed), also upload one piece of signed photo ID (e.g. passport or driving licence).

Alternatively, you can return this completed form to your nearest Virgin Money branch or post it to us at: The Business team at Virgin Money, Sunderland, SR43 4JB.

Business details

Please provide the business details of the account(s) you wish to close:

Business/Organisation Name			
Business Address/Trading Address			
		Post Code	

Account(s) to be closed

Please provide the details of each account to be closed under this Business/Organisation Name below:

Sort Code		Account Number	
Sort Code		Account Number	
Sort Code		Account Number	
Sort Code		Account Number	

If you wish to close more accounts, please provide the details of each account to be closed in the **Additional List of Accounts for Closure** section.

Your closing balance

Before you can close your account(s), you must repay any accrued interest, charges, and any overdrawn balances. We will review your request and will be in touch if we need any additional information.

Please tick the relevant option and provide the details of where you would like us to send any remaining credit balance:

☐ **Internal Account Transfer:**

Account Name

Sort Code		Account Number	
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Reference

OR

☐ **External Account Transfer:**

Account Name

Sort Code		Account Number	
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Reference

OR

☐ **Donate your closing balance to Charity**

By selecting this option to donate your closing account balance this will go to Virgin Money's chosen charity (Charity details can be found by visiting [Supporting charities and communities | Virgin Money PLC](#)).

OR

☐ **International Outward Payment**

To proceed with an international outward payment, an additional form is required. Please also complete the [business-current-account-international-transfer-request.pdf](#)

Continued overleaf...

Reason for closure

Please tell us why you are closing your account(s):

- ☐ Service
- ☐ Pricing
- ☐ Business no longer trading
- ☐ Other (Please add details below)

Transaction history

You will receive a closing statement following the closure of each account.

If required, we can also post up to five years of transaction history for your current account (s) (subject to eligibility). Would you like to receive this?

- ☐ No
- ☐ Yes - this will be posted to your Business mailing address

Period Required:

- ☐ Maximum Period (5 years)

OR

- ☐ Defined Date From

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 Date To

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Customer authority - Account holders to complete and sign

By signing this form, you are agreeing to the closure of your account(s). We will cancel all cards, cheques (where applicable), standing orders, Direct Debits, internal transfers and recurring card payments on the account.

You are confirming that any cards or cheques have been destroyed or handed in at a Virgin Money branch.

You are agreeing that any future credits to the account will be returned to sender and you will be liable for any further debit transactions after the account has closed.

Any outstanding charges will be applied to your account before any money is returned to you.

To Nationwide Building Society (trading as Virgin Money) ("Us")

I/We authorise and request that the instructions detailed above are carried out.

The Business/Organisation has agreed with us, by signing an account mandate, who can sign to operate their business account(s). If you don't know who that is for each business account, the following people may be sufficient. If not, we'll be in touch to ask for further signatures:

- Sole Trader - the sole trader
- Limited Company - If you've got two or more directors, two directors must sign. If you have one director, one director and a witness.
- LLP - Two Members must sign.
- Trust - All the Trustees must sign (unless the document creating the trust and any later amendments specifies otherwise - please supply a copy of this).
- Partnership/Limited Partnership - All partners/general partners must sign (unless the partnership agreement specifies otherwise - please supply a copy of this).
- Other - All members/committee members must sign (unless the association's constitutional document specifies otherwise - please supply a copy of this).

Important: a wet signature is required. Please print and sign.

Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	

Continued overleaf...

Additional list of accounts for closure

[illegible]