

Closing Your Business Current Account Checklist

5 Steps to Help you Choose, Move and Close

1. Open an account with another provider

This will take time, so act now to open an account with a new provider.

Think about what banking services you need, and what documentation you need in order to open a new account.

2. Get ready to close your Ulster Bank account

Identify the main payments in and out and give your new account details to your suppliers.

Leave enough funds in your Ulster Bank account to cover any future payments.

3. Consider using the Banking industry switcher service

You may be able to use the switcher service to move your account and close your Ulster Bank account, if you are eligible and depending on your needs. If switching your current account(s), choose a time of the month to switch when there is little activity on your account. Please note, we cannot switch your account if there are pending transactions on your account. Search *Switching Payment Accounts* on www.centralbank.ie for more information.

4. Plan for a smooth account closure

Prepare for your account closure, pick a quiet time financially for your business to close your account. Safely destroy all old debit cards and cheque books. Give your suppliers your new account details as early as possible so they can update their payment systems to reduce invoicing issues.

Download any documents you may require before you close your account e.g., bank statements, information on fees & charges. You will not have access to your Anytime, Bankline or Mobile Banking service relating to these accounts once your accounts are closed.

5. Close your Ulster Bank Accounts

If you're using the switcher process, you can request your Ulster Bank account is closed as part of your switching. If you're not using the switcher process, you must request your Ulster Bank accounts closure once your new account is open and active.

Use the account closure form (downloadable PDF available on www.ulsterbank.ie/businessclosurehub) or make the request in writing, signed in line with your account mandate, at FREEPOST Ulster Bank, PO Box 13432, Dublin 18, D18 N153.

Further Support to Help you Through this Change

- Use the Step-by-step guides, available online at www.ulsterbank.ie/businessclosurehub, from your local branch or request a copy by post on **1800 818375** or **+353 1 5317171** from outside the Republic of Ireland.
- Speak to us with any questions you have or if you think you will need more help closing your account, call our support team on **1800 818375** or **+353 1 5317171** from outside the Republic of Ireland. Line opening hours are Monday to Friday, from 09:00 am until 17:00 pm.
- Stay Fraud aware. Read our latest guides to protect yourself from fraud and scams on our Online Customer Support Hub, www.ulsterbank.ie/businessclosurehub