

FUNDS RELEASE Process – For Guidance

Please complete in BLOCK CAPITALS

Options to return the completed form and certified identification:

1. If we have provided a unique link to Mitek to your email address, the documents may be uploaded to Mitek.
2. OR: Send by Email to: FundReleaseForms@NatWest.com
3. OR: Post to: Account Closure Team, PO Box 1727, RBS Gogarburn, Edinburgh, EH12 1HQ.

Please read the following before completing this form:

- i. All fields on the Funds Release Form must be completed - incomplete information will result in the request being declined and will need to be resubmitted.
- ii. Each account will require its own funds release form and **must** be signed with identification by all parties named on the account.
 - If you choose to complete the Funds Release process through Mitek, you will be able to load the one page form and identification directly to Mitek.
 - If you choose to email or post your completed Funds Release Forms:
- iii. Please enclose a certified copy of your passport, photo driving licence or EU National Identity card. The documents must be certified by either:
 - a registered solicitor
 - a regulated public notary, or
 - a member of staff at an embassy, consulate or high commission.
 - a member of staff at a NatWest Group branch (Free of charge)
- iv. **Each page of the copy identification document should be signed and dated with the words 'I certify that this is a true copy of the original.' Failure to do so will result in delays and require the re-completion of this form.**
- v. **Please do not send any original identification documents.**

Please note:

- vi. We reserve the right to refuse email request(s) and ask for a return via post with a signed notary as outlined below.
- vii. Please be advised that we are unable to respond to any queries relating to the outcome or provide updates via this channel.
- viii. We endeavour to complete all requests within 60 days, in certain circumstances this may take longer.
- ix. It is your responsibility to update us if anything changes regarding your payment instructions. If anything changes, please notify us by submitting a new funds release form with ID.

FUNDS RELEASE FORM - Please complete in BLOCK CAPITALS

Claimant Details

FULL ACCOUNT NAME: _____

Sort Code: _____ Account Number: _____

CURRENT ADDRESS:

If you moved address in the past **three years** and you did not update the bank, please quote your previous address below:

Transfer Instructions

To credit a UK or NI Bank Account, please complete the details below:

FULL ACCOUNT NAME: _____

Sort Code: _____ Account Number: _____

OR

To credit a Republic of Ireland or foreign Bank Account, please complete the details below:

FULL ACCOUNT NAME: _____

Bank Name: _____

Swift: _____

IBAN: _____

Customer(s) Signature

Customer signature _____

Name in full and date _____

Additional parties please sign below

Customer signature _____

Name in full and date _____