

Relax and let Citi help  
you move accounts



Switching Current Accounts Form



# Switch your current account to Citibank

**Follow seven simple and easy steps and enjoy a stress-free move today.**

From transferring your Direct Debits and standing orders to liaising with your employer to move your salary, Citibank can manage the entire process for you. With each transfer managed individually, Citibank will ensure your account is moved as smoothly and quickly as possible.

All you need to do is tear off the form on the next page and fill in all the appropriate information, selecting the options that are right for you. Once complete, return it back to us at our Freepost address: **Freepost RLST-ZRCJ-BJLA, Citibank, P.O. Box 49930, London SE5 7XT**. You've done your part, now we'll do the rest.



# Switching Current Accounts Form



Transferring your existing current account to Citibank is simple. Just decide what you would like us to do from the options below and we will do the rest.

## Switching your current account to Citibank

Please complete the form below and return to us at our Freepost address: **Freepost RLST-ZRCJ-BJLA, Citibank, P.O. Box 49930, London SE5 7XT**. Please complete a separate switching form for joint applicants or for any additional accounts being transferred.

Please tick any of the following options:

- Transfer all my Direct Debits and standing orders to my new Citibank current account
- Transfer the balance in my existing current account over to my new Citibank current account
- Transfer my salary/pension to my new Citibank current account
- Close my existing current account and transfer the balance over to my new Citibank current account

## Bank details

Please complete the following so we can contact your existing bank as applicable:

Your name: \_\_\_\_\_

Your Citibank account number:  (Leave blank if your account has not yet been opened)

Name on existing current account: \_\_\_\_\_

Existing current account sort code:  -  -

Existing current account number:

## Employer details

Please complete the following if you would like us to transfer your salary to your Citibank account:

Employer/Business name: \_\_\_\_\_

Employee number (if known): \_\_\_\_\_

Employer/Business address: \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_ Postcode \_\_\_\_\_

## Switching account request

I authorise Citibank to:

- Contact my bank or building society, as detailed above, to obtain a list of the standing orders and Direct Debits set up on my current account
- Contact all companies that I pay by Direct Debit and ask them to collect future payments from my Citibank account
- Set up standing orders and bill payments from my Citibank account

- Instruct my old bank to cancel all standing orders and Direct Debits
- If I have indicated that I want to close my existing account and/or transfer the balance in my existing current account to my/our new current account, I authorise Citibank to close my/our account detailed above and/or transfer any debit or credit balance(s) to my Citibank account as appropriate
- If I have indicated that I want my salary to be paid into my/our current account, I authorise Citibank to advise my employer to redirect my salary and/or regular credits to my/our new account

I confirm that I have fully completed this application to allow you to switch my existing account and transfer my salary if I have indicated that I want you to. If applicable I also authorise you to contact my current employer, using the details provided on this form, to instruct them to pay my salary into my Citibank current account.

**Please note: If we do not hear from you within 7 working days of sending the list of existing standing orders and Direct Debits for you to review, we will proceed with your transfer.**

Signature: \_\_\_\_\_ Date (DD/MM/YY):  -  -

