



Royal Bank
of Scotland

Dormant Account Reclaim

Who we are

The organisation responsible for processing your personal and financial information is The Royal Bank of Scotland, a member of NatWest Group.

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS. All boxes marked * must be completed. Incomplete information will result in a delay to the reclaim process.

Once complete, please sign and return the form along with copies of the relevant ID to: Dormant Account Reclaim Team, 1 Spinningfields Square, Manchester, M3 3AP. Alternatively, you can email this form to personaldormantteam@natwest.com Please do not send any originals.

We can advise on how to encrypt your documents for additional security by calling us on **0345 366 6594** (for overseas customers please call **00441634648143**) or, alternatively, you can chat with us using our webchat service <https://www.rbs.co.uk/sharedservices> we are open 8am – 6pm, Monday to Friday (excluding bank holidays).

ID is required for all signatories on the account.

Once all information including ID has been received, your request will be processed. This may take up to 38 working days.

1. Account details

*Account name	<input type="text"/>
*Account number	<input type="text"/>
*Sort code	<input type="text"/>

2. Claimant details

*Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
If 'Other' please specify	<input type="text"/>				
*First name	<input type="text"/>				
*Middle name(s)	<input type="text"/>		<input type="text"/>		
*Surname	<input type="text"/>				
*Previous/Maiden name(s)	<input type="text"/>		<input type="text"/>		
*Date of birth (DD/MM/YYYY)	<input type="text"/>				
*Place of birth	<input type="text"/>				
*Nationality	<input type="text"/>				
Occupation	<input type="text"/>				

Ensure that full and complete names are listed; any withheld names can result in delays to the reclaim process.

If your name or title has changed since the date of dormancy, please provide a copy of one of the following documents:

- Marriage or Civil Partnership – Marriage/Civil Partnership Certificate.
- Change of Name – Deed Poll/Statutory Declaration.
- Divorce – Decree Absolute and Birth Certificate or Final Dissolution and Birth Certificate.

*Current Residential Address (PO Box correspondence and Care of Addresses are not acceptable)

Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4 OR overseas country	<input type="text"/>
Postcode	<input type="text"/> <input type="text"/>

Please detail any previous address information which may help us locate your Dormant Account in the box below:

*Home telephone number	<input type="text"/>
*Mobile number	<input type="text"/>
*Preferred daytime contact (including extension if applicable)	<input type="text"/>
*Email address	<input type="text"/>

Please provide full details for any additional account holders below:

*Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
If 'Other' please specify	<input type="text"/>				
*First name	<input type="text"/>				
*Middle name(s)	<input type="text"/>		<input type="text"/>		
*Surname	<input type="text"/>				
*Previous/Maiden name(s)	<input type="text"/>		<input type="text"/>		
*Date of birth (DD/MM/YYYY)	<input type="text"/>				
*Place of birth	<input type="text"/>				
*Nationality	<input type="text"/>				
Occupation	<input type="text"/>				
*Current Residential Address (PO Box correspondence and Care of Addresses are not acceptable)					
Address line 1	<input type="text"/>				

Address line 2

Address line 3

Address line 4
OR overseas country

Postcode

3. Claimant ID

We need one item of photographic ID such as a Passport and one item showing proof of address such as a Utility Bill or Bank statement dated within the last 6 months (please do not send any originals). **If the account has more than one to sign, then ID is required from all parties.**

If you reside overseas, all parties who are signatories on the account must provide certified copies of ID documents. The certification can be undertaken by an Embassy/Notary Public/Lawyer/Attorney **but they must be locatable on the world wide web.**

Web address of Notary

Contact details of Notary

Please refer to the Dormancy Webpage for details of what ID we will accept <https://www.rbs.co.uk/current-accounts/dormant-accounts.html> and use the box below to confirm which photographic and which proof of address ID has been sent.

Photographic ID

Address ID

4. Transfer instructions

Credit another Bank Account

Please choose one of the following transfer options.

*An existing Royal Bank of Scotland account *An account at another Bank

*Beneficiary Bank Name

*Account number

*Sort code

*Reconfirm account number

*Reconfirm sort code

*Account reference (if required)

Title Mr Mrs Miss Ms Other

If 'Other' please specify

First name(s)

Middle name(s)

Surname

Date of birth (DD/MM/YYYY)

Ensure that full and complete names are listed; any withheld names can result in delays to the reclaim process.

*Current Residential Address (PO Box correspondence and Care of Addresses are not acceptable)

Address line 1

Address line 2

Address line 3

Address line 4
OR overseas country

Postcode

Joint account holder details (if any)

*Title Mr Mrs Miss Ms Other

If 'Other' please specify

*First name(s)

*Middle name(s)

*Surname

*Date of birth (DD/MM/YYYY)

Ensure that full and complete names are listed; any withheld names can result in delays to the reclaim process.

*Current Residential Address (PO Box correspondence and Care of Addresses are not acceptable)

Address line 1

Address line 2

Address line 3

Address line 4
OR overseas country

Postcode

OR

Send Foreign Payment

Please note if the balance of the account is less than **£69**, we are unable to send a foreign payment and the funds will need to be returned to a UK based Bank account.

Payments can only be made in GBP. A charge of £15 will also be deducted from the total reclaim

Beneficiary Details (if different to the Account Holder above)

*First name(s)

*Middle name(s)

*Surname

*Date of birth (DD/MM/YYYY)

Beneficiary address

Address line 1

Address line 2

Address line 3

Address line 4

OR overseas country

Postcode

Beneficiary Bank Details

Beneficiary Bank Name

Beneficiary address line 1

Beneficiary address line 2

Beneficiary address line 3

Beneficiary address line 4

Postcode

SWIFT/BIC

BSB/Routing/Sort code

IBAN/Account number

Intermediary Bank Details (if applicable)

Intermediary Bank Name

SWIFT/BIC

