

# Revenue Services

## Imprest

### Request to Close Imprest Account



sustainable thriving achieving

**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

**Complete sections 1-3, sign the form and return it to the address at the bottom of the page.**

**Please use black ink and block capital letters or typescript.**

#### 1) Establishment

Establishment Name	
Imprest Holder	

#### 2) Bank Details *(if applicable)*

Bank	Virgin Money	Branch	
Account Number		Sort Code	

#### 3) Current Imprest Amount

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(to be signed by the Imprest Holder named above)

#### 4) Cash Imprest Reimbursement

##### Reimbursed by:

(to be completed by Establishment)

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Signature

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Print Name

Date

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##### Received by:

(to be completed by Revenues)

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Signature

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Print Name

Date

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#### For Revenue Services use only

Database Updated <input type="checkbox"/>	Bank Notified <input type="checkbox"/>	Actioned by:		Date	
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