

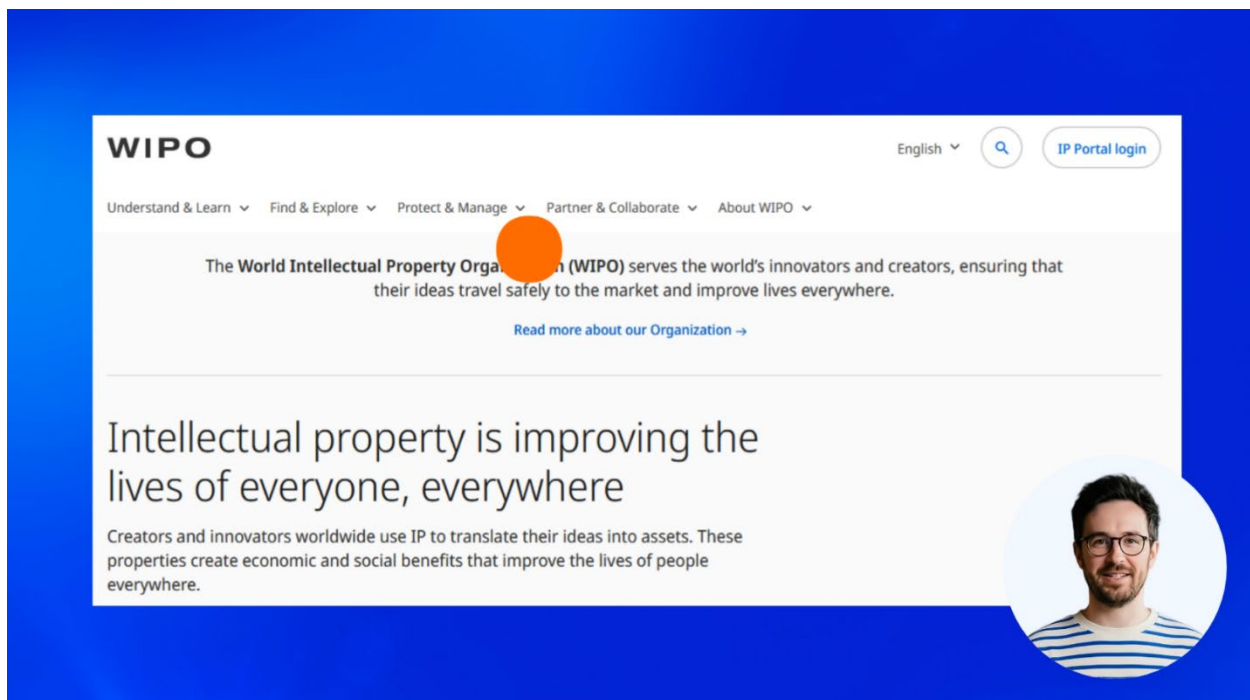
WIPO Wallet: Closure Procedure

Hey there. Welcome to our tutorial. In this video you will learn how to close your WIPO Wallet.

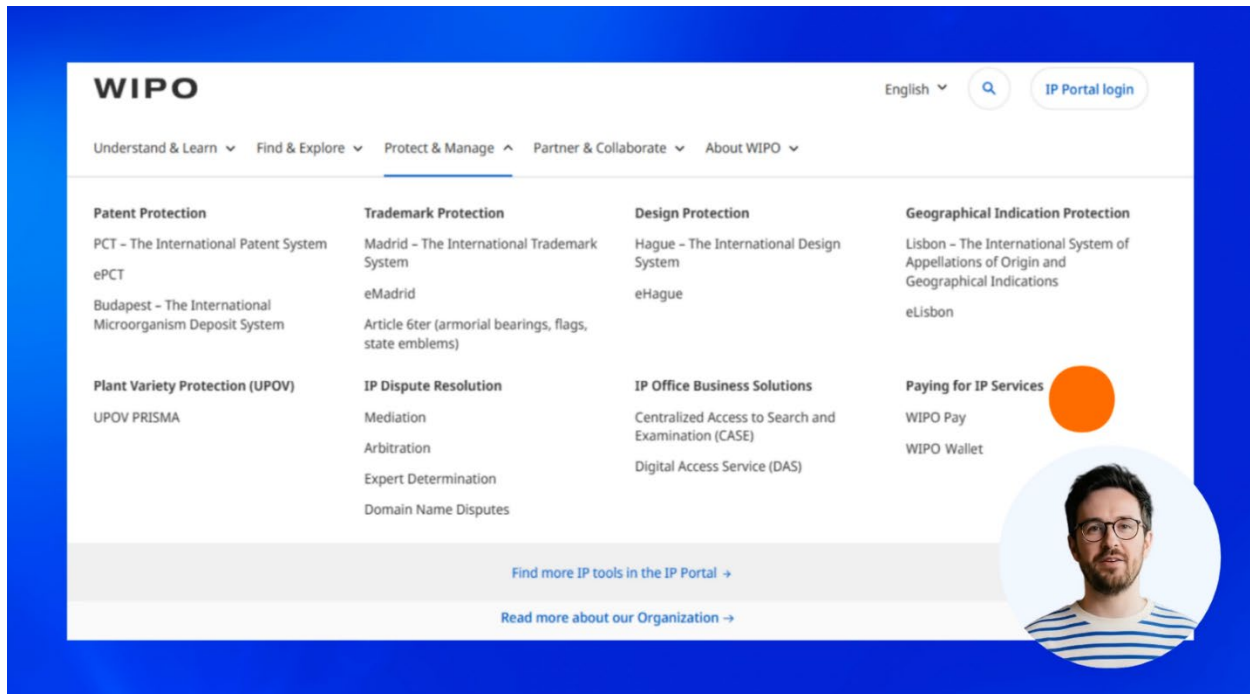
Before closing your WIPO Wallet, make sure that all your transactions are paid and completed.

Once all the transactions are processed you can start the closing procedure.

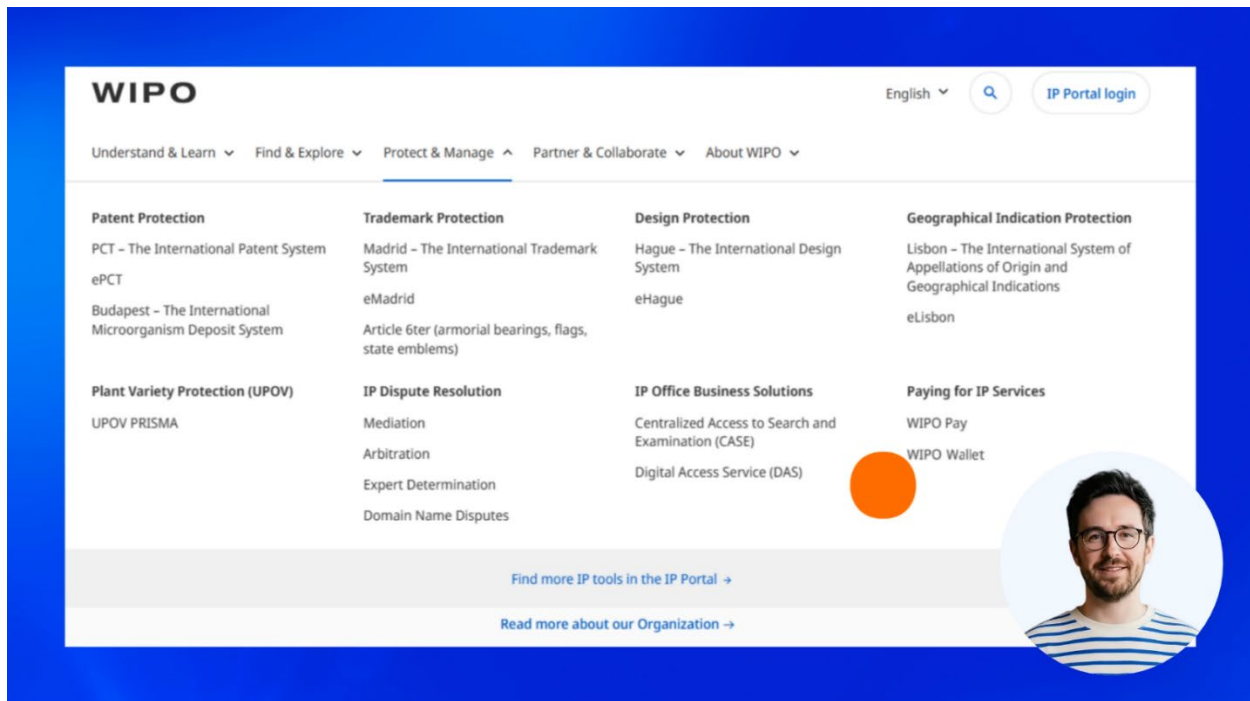
Go to WIPO's official website and click on "Protect and Manage".



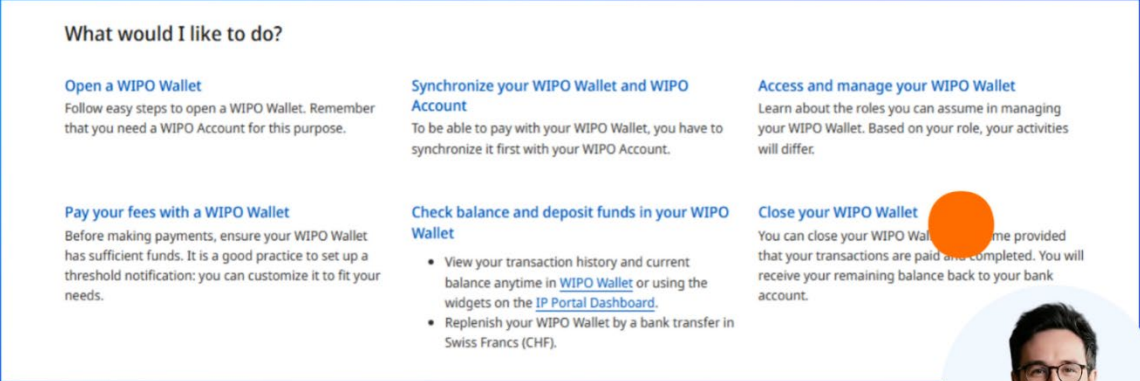
A menu will open. Find the menu title "Paying for IP Services".



Click on "WIPO Wallet".



Scroll down the page and click on the action "Close your WIPO Wallet".



What would I like to do?

Open a WIPO Wallet
Follow easy steps to open a WIPO Wallet. Remember that you need a WIPO Account for this purpose.

Synchronize your WIPO Wallet and WIPO Account
To be able to pay with your WIPO Wallet, you have to synchronize it first with your WIPO Account.

Access and manage your WIPO Wallet
Learn about the roles you can assume in managing your WIPO Wallet. Based on your role, your activities will differ.

Pay your fees with a WIPO Wallet
Before making payments, ensure your WIPO Wallet has sufficient funds. It is a good practice to set up a threshold notification: you can customize it to fit your needs.

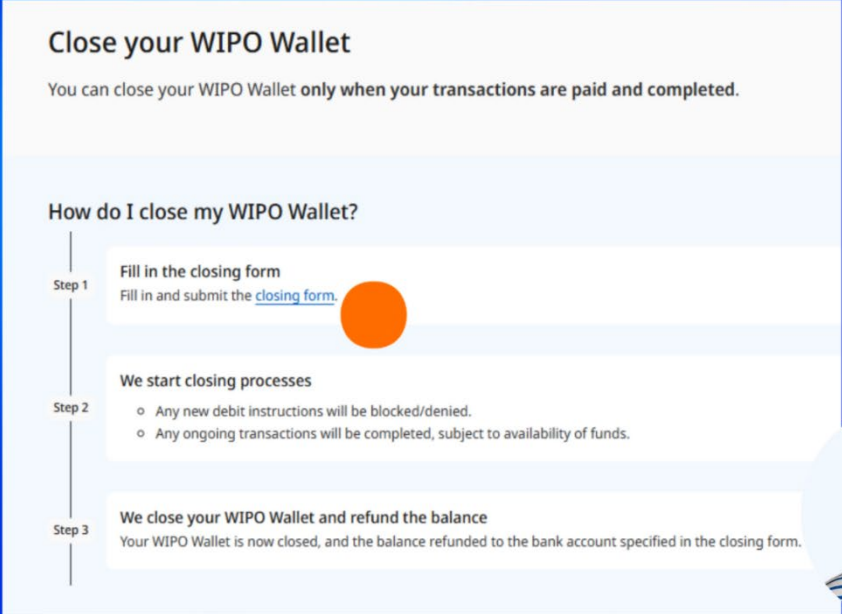
Check balance and deposit funds in your WIPO Wallet

- View your transaction history and current balance anytime in [WIPO Wallet](#) or using the widgets on the [IP Portal Dashboard](#).
- Replenish your WIPO Wallet by a bank transfer in Swiss Francs (CHF).

Close your WIPO Wallet
You can close your WIPO Wallet **only** when your transactions are paid and completed. You will receive your remaining balance back to your bank account.



All you have to do is fill in the closing form. Then WIPO starts the closing procedures.



Close your WIPO Wallet

You can close your WIPO Wallet **only** when your transactions are paid and completed.

How do I close my WIPO Wallet?

Step 1 **Fill in the closing form**
Fill in and submit the [closing form](#).

Step 2 **We start closing processes**

- Any new debit instructions will be blocked/denied.
- Any ongoing transactions will be completed, subject to availability of funds.

Step 3 **We close your WIPO Wallet and refund the balance**
Your WIPO Wallet is now closed, and the balance refunded to the bank account specified in the closing form.



Start filling in the required information.



WIPO Wallet Closure

WIPO Wallet number *

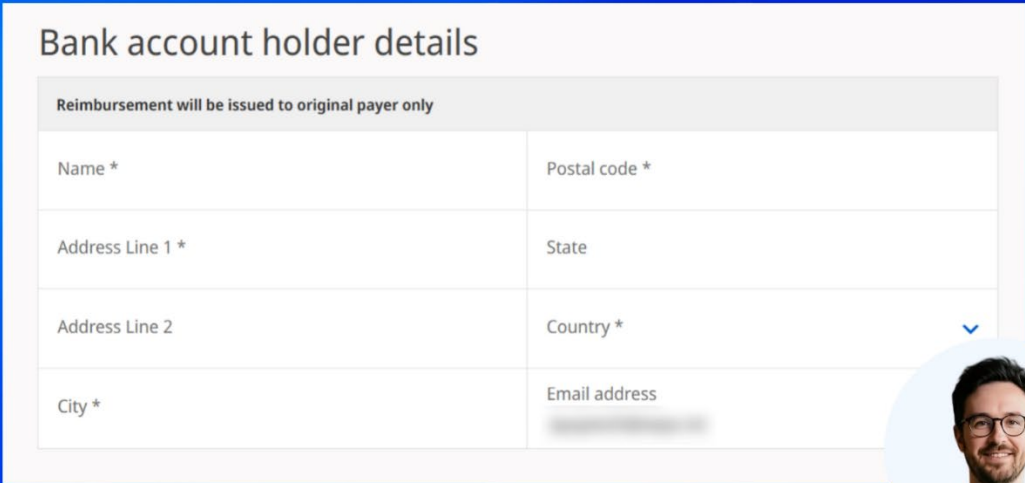
Amount to be refunded

Electronic Signature [Browse](#)

If the amount to be refunded is more than CHF 20'000, please upload your electronic signature here.



Enter the bank details of the original payer for reimbursement of the remaining funds.



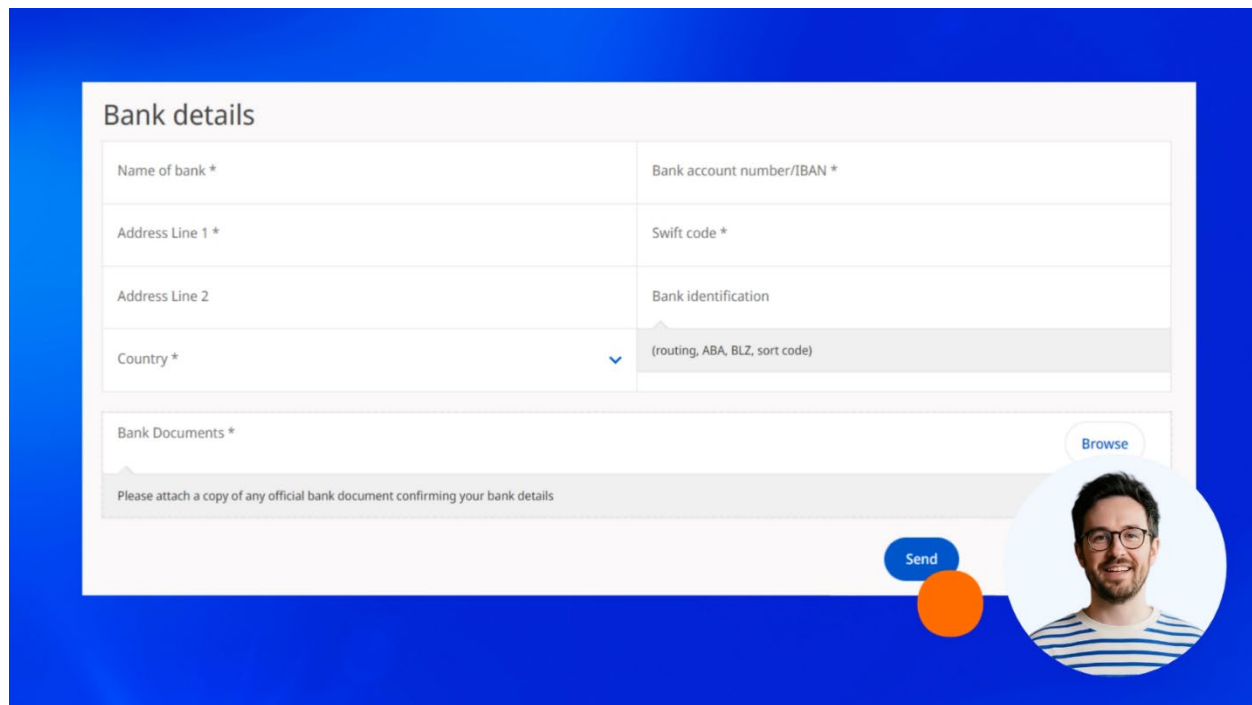
Bank account holder details

Reimbursement will be issued to original payer only

Name *	Postal code *
Address Line 1 *	State
Address Line 2	Country * 
City *	Email address



Finish entering your data and send the form.



The screenshot shows a 'Bank details' form on a blue background. The form has a title 'Bank details' and a table with the following fields:

Name of bank *	Bank account number/IBAN *
Address Line 1 *	Swift code *
Address Line 2	Bank identification
Country *	(routing, ABA, BLZ, sort code)

Below the table is a section for 'Bank Documents *' with a 'Browse' button and a note: 'Please attach a copy of any official bank document confirming your bank details'. At the bottom right of the form is a blue 'Send' button. To the right of the 'Send' button is a circular profile picture of a man with glasses and a beard, wearing a striped shirt.

From now on any new payment with your WIPO Wallet will be denied but all the ongoing transactions will be completed if your WIPO Wallet has sufficient funds.

You will receive the balance remaining on your WIPO Wallet on the bank account specified in the closing form after all ongoing transactions have been processed.

You can find more tutorials on our website - wipo.int.

Finally, a reminder to be aware of possible scam attempts by phone, email, or text message. You can learn more about how to protect yourself from different types of scams on the [dedicated webpage](#) on our website.

Thank you for watching our tutorial. See you next time!