

Bank of
Melbourne

Deceased Estate Expense Payment Request Form.

As part of helping you with estate expenses, we may allow certain one-off payments and some ongoing costs to be withdrawn from accounts that are essential for the maintenance of the estate.

Acceptable and non-acceptable expenses are listed on page 4.

To request payment of a cost associated with the estate you will need:

- **A completed Deceased Estate Expense Payment Request Form**
- **A valid proof of death document, if not provided previously.**
 - Certified copy of death certificate
 - Certified copy of a medical report
 - Certified copy of a police report
- **A certified copy of identification:**
 - either one (1) Primary Photographic identification document; or one (1) Primary Non-Photographic identification and one (1) Secondary identification. **Identification Documents listed on page 5.**
- **A copy of the tax invoice that is to be paid**


To request reimbursement of a cost associated with the estate.

If you are seeking reimbursement for an invoice, please be aware that the request must be made by the **Authorised Estate Representative(s)** (Executor/Next of Kin). To process your reimbursement, we will need the above documents, along with a **paid tax invoice** and evidence that the bill has been paid (such as a receipt or payment confirmation).

Please forward them to us:

 estatesmanagement@westpac.com.au

 Estates Management – Mailstop 30.A.4
GPO Box 3433
Sydney NSW 2001

 By visiting a branch
It is recommended you make an appointment to visit a Bank of Melbourne branch.
Allow approximately 45 minutes for this appointment

Deceased Estate Expense Payment Request Form.

Section 1: Details of the Deceased.

First Name

Surname

Date of Death

/ /

Customer Number

Date of Birth

/ /

Details of the person requesting payment from the Estate.

Title

First Name

Surname

Date of Birth

/ /

Mailing Address

Suburb

State

Postcode

Relationship to the Deceased:

☐ Executor/Administrator

☐ Next of Kin

☐ Private Trustee

☐ Other, please specify.

Email

Mobile Number

Section 2: Estate Expense to be Paid.

Which Account are we paying from?

BSB

Account Number

Details of the Invoice to be paid

Payee's Name	BSB	Account Number	Invoice Amount	Paid at Branch
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>
			\$	<input type="checkbox"/>

Deceased Estate Expense Payment Request Form.

Section 3: Estate Expense to be Reimbursed.

If you are requesting reimbursement, please provide the following:

- 1. **Proof of Payment:** Please provide a copy of the paid invoice or any other evidence that confirms the payment has been made (e.g. bank statement, payment receipt).
- 2. **A completed Deceased Estate Representative Form** (if not previously provided)
- 3. **A Certified copy of identification of the estate representative/s** (If not previously provided).
- 4. **Account Details for Reimbursement:** Provide the account information below where the reimbursement should be paid to.

Payee's Name	BSB	Account Number	Amount	Paid at Branch

If you are requesting a reimbursement, all listed estate representatives must authorise the reimbursement.

I/We acknowledge that if funds are withdrawn from the specified account that this may affect any interest payable on the account (if interest or bonus interest is applicable).

I/We understand that if a Term Deposit needs to be broken to pay the requested amount any remaining money will be reinvested in a Term Deposit for the same period and same interest payment frequency at the current interest rate.

I/We agree and request payment of this money.

I/We undertake to reimburse the Bank for this money and any other costs if it is subsequently proved that I am not entitled to it.

Full name

Signature

X

Date

/ /

Full name

Signature

X

Date

/ /

Deceased Estate Expense Payment Request Form.

Section 4: Branch Details.

If this form is completed at the Branch, please complete the details below.

- Please ensure the request does **not** relate to the payment of:
 - Solicitor fees
 - Bills on a property that was jointly owned
 - Travel costs for family members to attend memorials or funeral services
 - Loans held with other financial institutions
 - Any other costs that are not directly associated with the estate itself
- Please ensure the invoices are forwarded to the Estates Management Team for processing if greater than \$15,000.

IMPORTANT! Branch Staff must Indicate if the invoice has been paid at the branch.

Branch Name:

BSB:

Employee First Name:

Employee Surname:

Salary No:

Date:

Acceptable Payments may Include.

- Funeral costs
- Rate payments (if the property is solely in the deceased's name)
- Service provider costs for a property that's solely in the deceased's name, such as:
 - Water rates
 - Electricity/gas bills
- Service provider final payments for the deceased, such as:
 - Internet service
 - Landline phone or mobile phone
- Loan repayments for loans held with us that are solely in the name of the deceased
- Application fee to the court for Probate

Expenses that can't be made from the estate.

There are certain costs associated with an estate that we don't allow payment for using the estate's funds prior to obtaining a Grant of Probate. These include:

- Solicitor fees
- Bills on a property that was jointly owned
- Travel costs for family members to attend memorials or funeral services
- Loans held with other financial institutions
- Any other costs that are not directly associated with the estate itself

Identification Documents.

Primary Photographic Identification Documents

- Valid Australian driver licence/learner's permit or any other licence issued by a State or Territory government department. Containing a:
 - Photograph;
 - Date of issue, or expiry;
 - Licence number; and
 - Date of birth.
- Foreign driver licence/permit
- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)
- Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person
- Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations (must be current if there is an expiry date on the document, and not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person
- A photo card with proof of age issued by an Australian State or Territory for the purpose of proving a person's age. For example, a proof of age card, a proof of identity card, a photo identification card, a photo card, an evidence of age card and a personal information card.
- National identity card issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature OR a unique identifier of the person

Primary non-Photographic Identification Documents

- Australian birth certificate (or extract) issued by a State or Territory
- Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
- Australian citizenship certificate (including a Citizenship by Descent Certificate)
- Citizenship certificate issued by a foreign government
- Centrelink pension card (Australian)
- Centrelink health care card (Australian)

Secondary Identification Documents

- A notice issued by the Commonwealth or a State/Territory within the last 12 months that includes the Individual's name and residential address and records the provision of financial benefits (e.g. Centrelink notice)
- A notice issued by the Australian Taxation Office (ATO) within the last 12 months that includes the Individual's name and residential address and records a debt payable by or to the Individual (e.g. tax assessment)
- Utilities notice issued by a local government or utilities provider within the last 3 months and includes the Customer's full name and residential address and records the provision of a service to that address or name
- If the Individual is under the age of 18 years, notice issued by the principal of a school within the last 3 months, that includes the name of the Individual, residential address and period of school attendance
- Foreign driver licence which does not contain a photograph
- Department of Veterans Affairs pension concession card (Australian)
- A current tenancy/lease agreement (must not be cancelled or expired)
- Medicare card
- Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages
- Identification card issued to a student at an Australian higher education institution (TAFE or University) which contains a photograph and signature
- A card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence