



# Notification of Death, Funds Distribution & Indemnity Form.

We're sorry for your loss. When you are experiencing grief, dealing with practical matters can seem overwhelming. Please know that we're happy to give you help, support or guidance – just drop into a branch or call us any time.

## This Form:

- Is to be completed and emailed to the Estates Management team to finalise.
- Authorises the Bank to finalise the Estate (close their accounts and distribute funds, as provided in Section 3).
- Must be signed by the executors, administrators or next of kin (as detailed in Section 4).
- Must be submitted with the required supporting documentation (as detailed in Section 4).
- Remember all copies of documents must be **certified**.
- Once completed, submit documents as mentioned below in the next steps.

If you need any help completing this form or for any other matters relating to Estate Management please call us on 1300 130 549 (Mon-Fri 9am-5pm AEST).

## 1. Details of the Deceased.

First Name

Surname

Date of Death

Customer Number or Date of Birth

## 2. Your Details (Correspondence Details).

### Relationship to the Deceased:

Executor/Administrator  Next of Kin  Solicitor  Other

### Name:

Title First Name

Surname

Mailing Address

Suburb

State

Postcode

Email Address

Phone

Mobile

**3. Distribution of Funds (Disbursal Instructions).**

**Payment Instructions (Select one option):**

**Transfer to Domestic Account/s.**

Account Name	BSB	Account Number	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Account Name	BSB	Account Number	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Account Name	BSB	Account Number	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Account Name	BSB	Account Number	Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

**Transfer to an International Account.**

Account Name	Bank Name			
<input type="text"/>	<input type="text"/>			
SWIFT Code	IBAN	Sort Code	Required Currency	Beneficiary Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Convert to Estate of the Late Account.**

All of the deceased's eligible accounts will be converted into Estate of the Late accounts with the Executors/Administrators listed as signatories.

**Operating rule for the account.**  One to sign  All to sign

- (i) This option is only available to Executors/Administrators with Probate or Letters of Administration.
- (ii) All Executors/Administrators must be Bank of Melbourne customers and 'identified' for the conversion to take place.
- (iii) Please note that withholding tax could be charged if a valid TFN is not applied to the account(s). This can be completed at any Bank of Melbourne Branch.

**Note:** Please note that once a Term Deposit is converted to an Estate of the Late Account, break costs and penalties may apply as per the product Terms & Conditions.

**Other/Special Instructions.**

#### 4. Authority to Release Funds & Indemnity Checklist.

(i) **Did the deceased leave a Will?**  Yes  No

If Yes, please provide a certified copy of the Will.

(ii) **Has a Grant of Probate/Letters of Administration for the Estate been obtained?**  Yes  No

If Yes, please provide a certified copy of the Grant of Probate/Letters of Administration.

Please note all Estates with a combined account balance equal to or greater than \$100,000 will require either a Grant of Probate/Letters of Administration. There are some circumstances where Probate/Letters of Administration will be required if the balance is under \$100,000. If it is known Probate is being sought, we may not be able to finalise prior to Probate/Letters of Administration being granted.

Estate Situation	Documents Required
Combined Account Balances <b>equal to or greater than \$100,000</b> AND/OR Property held in the deceased's name only	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Grant of Probate/Letters of Administration <input type="checkbox"/> Will (If you answered Yes to (i) above) <input type="checkbox"/> This form signed by all Executors/Administrators named in the Grant of Probate/Letters of Administration <input type="checkbox"/> Certified copy of Customer identification form if not a bank customer
Combined Account Balances <b>less than \$100,000</b> AND Deceased left a Will (If you answered Yes to (i) above)	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Grant of Probate (If you answered Yes to (ii) above) <input type="checkbox"/> Will <input type="checkbox"/> This form signed by all Executors named in the Will <input type="checkbox"/> Certified copy of Customer identification form if not a bank customer
Combined Account Balances <b>less than \$100,000</b> AND Deceased did not leave a Will (If you answered No to (i) above)	<input type="checkbox"/> Death Certificate <input type="checkbox"/> Letters of Administration (If you answered Yes to (ii) above) <input type="checkbox"/> Statutory Declaration signed by all Next of Kin(s) listed on the Death Certificate (If required) <input type="checkbox"/> This form signed by all Next of Kin(s) listed on the Death Certificate <input type="checkbox"/> Certified copy of Customer identification form if not a bank customer

We will be unable to finalise the estate until all required documents are provided.

## Notification of Death, Funds Distribution & Indemnity Form.

### 4. Authority to Release Funds & Indemnity Checklist (continued).

As per the table above please complete the following section:

Full Name	
<input type="text"/>	
Date of Birth	
<input type="text"/>	
Address:	
<input type="text"/>	
Suburb	
<input type="text"/>	
State	Postcode
<input type="text"/>	<input type="text"/>
I am:	
<input type="checkbox"/> An existing Bank of Melbourne customer	
Customer Number:	
<input type="text"/>	
OR	
<input type="checkbox"/> Not an existing Bank of Melbourne customer and have completed the Customer Identification Form and supplied Certified Copies of Identification.	

Full Name	
<input type="text"/>	
Date of Birth	
<input type="text"/>	
Address:	
<input type="text"/>	
Suburb	
<input type="text"/>	
State	Postcode
<input type="text"/>	<input type="text"/>
I am:	
<input type="checkbox"/> An existing Bank of Melbourne customer	
Customer Number:	
<input type="text"/>	
OR	
<input type="checkbox"/> Not an existing Bank of Melbourne customer and have completed the Customer Identification Form and supplied Certified Copies of Identification.	

I/We acknowledge receipt/or request payment of the deceased's money.

I/We indemnify the bank against any actions or claims which may be made by any person for this money.

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

I/We acknowledge the bank may also transfer money kept in the deceased's deposit account to clear debts owed in other accounts (in accordance with the accounts' terms and conditions).

I/We have read and agree to the Privacy Statement as set out on the next page.

Signature

Date

Signature

Date

#### Next Steps:

Email this form with certified copies of all required supporting documentation to Estates Management (bomestatesmanagement@bankofmelbourne.com.au)

OR

Hand into any Bank of Melbourne Branch with certified copies of all required supporting documentation.

OR

Mail this form with certified copies of all required supporting documentation to Bank of Melbourne Estates Management Estates Management IBN 77, GPO Box 3433, Sydney, NSW 2001.

### 5. Privacy Statement.

#### Personal information.

We collect personal information from you to process your request, provide you with a product or service, and manage your product or service. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business. We may also use your information to tell you about products or services we think may interest you.

If you do not provide all the information we request, we may no longer be able to provide a product or service to you.

We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, rewards program administrators and other organisations that assist us with our business.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our privacy policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our privacy policy.

Our privacy policy is available at [bankofmelbourne.com.au](http://bankofmelbourne.com.au) or by calling 13 22 66. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

#### For our customers located in the European Union.

The General Data Protection Regulation (**GDPR**) regulates the collection, use, disclosure or other processing of personal data under European Union (**EU**) law. Personal data means any information relating to you from which you are either identified or may be identifiable. Our collection, use, disclosure and other processing of your personal data may also be regulated by the GDPR.

Please refer to our EU Data Protection Policy on our website at [bankofmelbourne.com.au/privacy-reforms](http://bankofmelbourne.com.au/privacy-reforms) for information about how we manage your personal data under the GDPR. The EU Data Protection Policy also forms part of this Privacy Statement.

#### Other acknowledgements and consents.

- Where you have provided information about another individual, you must make them aware of the fact and the contents of the Privacy Statement.

#### Our reporting obligations.

We are required to identify tax residents of a country(ies) other than Australia in order to meet account information reporting requirements under local and international laws.

If at any time after account opening, information in our possession suggests that you, the entity and/or any individual who holds ownership and/or control in the entity of 25% or more (Controlling Person/Beneficial Owner) may be a tax resident of a country(ies) other than Australia, you may be contacted to provide further information on your foreign tax status and/or the foreign tax status of the entity and/or any Controlling Person/Beneficial Owner. Failure to respond may lead to certain reporting requirements applying to the account.

By completing this application you certify that if at any time there is a change to the foreign tax status details for you, the entity and/or any controlling persons/beneficial owner, you will inform the bank. You also certify that if at any time there is a change of a controlling person/s/beneficial owner/s in your entity, you will inform the bank.

A controlling person/beneficial owner refers to the individual(s) that directly or indirectly owns a legal interest in the entity of 25% or more and/or exercises actual effective control over the entity, whether from an economic or other perspective such as through voting rights. In addition, in the case of a trust, a controlling person/beneficial owner includes the settlor(s), trustee(s), appointer(s), protector(s), beneficiary(ies) or classes of beneficiaries and in the case of an entity other than a trust, the term includes persons in equivalent or similar positions.

By completing this application, you also certify that the settlor(s) and/or any named beneficiary(ies) are not foreign tax residents. If the settlor(s) and/or any named beneficiary(ies) are a foreign tax resident, you must telephone 1300 725 863 at the time of completing this application. If, at the time of completing this application, there are no named beneficiaries, you confirm you will telephone 1300 725 863 immediately after a decision has been made to make a distribution to such beneficiaries and their identities become known. When you contact us, you will be asked to provide additional information for the settlor(s) and/or named beneficiary(ies).

#### Definitions.

'We', 'our', 'us' means Westpac Banking Corporation ABN 33 007 457 141.

'Westpac Group' means Westpac Banking Corporation and its related bodies corporate.