Deceased Estate Account Instruction Form

Instructing us on how you wish to settle and close accounts is an essential step in closing your loved one's accounts or setting up an Estate of the Late trust so you can manage your loved one's affairs.

Prior to instructing us to close all accounts, there are some things you may need to check first. It's highly likely that payments will need to be made to your loved one's accounts in the months following their passing. These could be anything from Superannuation benefits to tax refunds, shares or cheques in the deceased person's name. Keeping their accounts open until you have resolved other aspects of the estate means that funds can be easily accepted into the estate.

1. Details of the Deceased

First Name

Surname

Estate Reference Number

Customer Number

2. Disbursement Instructions

Please ensure that the amounts specified below are either in a dollar amount or stated as a percentage.

If there are more than 4 beneficiaries, please provide their details by completing further copies of page 1 of this form.

If credit interest is earned on balances and you have specified dollar amounts below, please provide instructions of where those additional funds are to be disbursed in the "Other/Special Instructions" box.

If a solicitor has been engaged to act on your behalf, we are unable to settle and close accounts on direction from your solicitor. We will require the Executor or the Administrator to complete the Deceased Estate Account Instruction Form which can then be forwarded to us by your solicitor.

We will act on the disbursement instructions provided on the Deceased Estate Account Instruction Form by the Executor or Administrator as we do not follow instructions on the Will.

☐ Transfer Positive Credit Card Balance(s) to the nominated account(s) as part of the Disbursement Account Details.

☐ Close and release funds in the Term Deposit(s) to the nominated account(s) as part of the Disbursement Account Details:

Term Deposit Account Number:

Term Deposit Account Number:

☐ **Domestic Disbursement Account Details**

Account Name	BSB	Account Number	Value
			$
			$
			$
			$

2. Disbursement Instructions (continued)

☐ **Transfer to an International Account**

Account Name	Bank Name	SWIFT Code

IBAN	Sort Code	Required Currency	Beneficiary Country

☐ And/Or

☐ **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.

Note: If the deceased held more than one eligible account that can be converted to an Estate of the Late trust account, please nominate which account you require to be converted under 'Other/Special Instructions' section below.

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 St.George 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 St.George branch.

(iv) Once the account is transferred to an Estate Trust account (Estate of the Late), if you require online banking access, you will need to attend a branch to complete an application for online banking. The Estates Centre of Excellence cannot organise online access for you.

Note: *If* ***converting an existing*** *account of your loved one to Estate of the Late trust account, all parties must be identified and have a customer profile with St.George Bank. This can only be completed at a branch and can be done before or after submitting this Deceased Estate Account Instruction Form.*

☐ **Other/Special Instructions**

3. Settling and Closing Accounts Checklist

Please ensure you have previously presented the following documents to us or are attaching them to this form:

If the combined account balance is **less** than $50,000 and there are no secured lending products, you'll need to provide:

- A certified death certificate
  - ☐ Previously supplied
  - ☐ Attached to this request
- A certified Will
  - ☐ Previously supplied
  - ☐ Attached to this request
  - ☐ No Will
- A certified copy of identification for any representative not previously identified
  - ☐ Previously supplied
  - ☐ Attached to this request

If the combined account balance is **greater** than $50,000 or the estate contains a secured lending product or you wish to have an Estate of the Late trust created you'll need to provide:

- A certified death certificate
  - ☐ Previously supplied
  - ☐ Attached to this request
- A certified Grant of Probate (where a Will exists) or certified Letters of Administration (where no Will exists)
  - ☐ Previously supplied
  - ☐ Attached to this request
- A certified copy of the customer identification for any authorised representative not previously identified when requesting closure of accounts
  - ☐ Previously supplied
  - ☐ Attached to this request

Note: *If you are **opening a new** Estate of the Late trust account, all parties must be identified and have a customer profile with St.George Bank. This can only be completed at a branch and is required to be done prior to submitting this Deceased Estate Account Instruction Form.*

4. Authority to Release Funds and Indemnity

All listed estate representatives must authorise these instructions.

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).

Full Name

Signature

✗

Date

/ /

Full Name

Signature

✗

Date

/ /

Full Name

Signature

✗

Date

/ /

Full Name

Signature

✗

Date

/ /

How to instruct us

Once you've had time to gather the documents and complete this form, please send them to us:

- estatesmanagement@stgeorge.com.au
- Estates Centre of Excellence – Mailstop 30.A.4
  GPO Box 3433
  Sydney NSW 2001
- By visiting a branch

What we do once you have instructed us

Once we've received your documents and the signed Deceased Estate Account Instruction Form, we'll carry out your instructions and forward a letter, within 10 business days, confirming the actions we've taken on your behalf.

You will receive a final statement showing a zero balance for any transaction account once it's been closed and this will be in the name of your loved one. If you continue to receive mail in your loved one's name beyond this point, please contact our Estates Care team. Our Estate Care team can be contacted on:

- 1300 130 549 Monday–Friday, 9am–5pm AEST.
  Calling from overseas: +612 9155 7590.

Completing Branch Details

Branch Name

BSB

Employee Salary ID

Employee First Name

Employee Surname

Date

/ /

5. Privacy Statement

All personal information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at stgeorge.com.au/privacy/privacy-statement or by calling us on 133 330.

Our Privacy Statement also provides information about how you can access and correct your personal identification, and make a complaint. You do not have to provide us with any personal information, but if you don't, we may not be able to process your request.

6. Tax Reporting Obligations

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, including information about the foreign tax identification number for all countries you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident of, we may be required to limit the services we provide to you.

Unless you tell us otherwise, by completing this form, you certify that you, any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (e.g. for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify such beneficiary and, in any case, before such distribution is to be made to them. You may contact us to provide foreign tax residence information by calling 1300 725 863. We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

Definitions

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