



## Guidance Notes for Completion

This information will guide you through the requirements for completing this form.

It's important the form is completed in full. If any of the sections are incomplete or completed incorrectly, we may have to return the form to you, which will delay the release of funds.

Complete all sections providing details of the deceased, the deceased's account(s) held with the Society, your details and those of any other Executor to the deceased's estate.

### Section B

Any monies in accounts held in joint names with the deceased will automatically be transferred to the name(s) of the surviving account holder(s). **Don't include details of such accounts on this form.**

### Section C

This section is for the details of the executor(s) completing the form.

Not all eligible Executor(s) need to complete the form, provided that every other person eligible to complete the form is noted in section D.

The cheque for funds on closure of the account will be made payable to the parties noted in sections C and E.

### Section D

The relevant declaration should be completed (delete as appropriate) – where there's an eligible Next of Kin/ Executor who isn't signing the form, please list their name(s) in the box provided.

Please note we need the original or a certified copy of the Will.

### Section F

A Commissioner for Oaths or solicitor empowered to administer oaths must witness and sign the form where the balance, including accrued interest, is £1,500 or above (up to a maximum of £40,000) before returning it to us.

If the total amount of the account balances is less than £1,500, a solicitor isn't required to sign.

### Important Note

Legislation allows the Society to release the funds without probate or grant of letters of administration (please note our maximum limits quoted in Section D) where the person(s) signing provides a statutory declaration.

This declaration has to be checked, completed and signed by a Commissioner for Oaths or Solicitor empowered to administer oaths as indicated on the form. This is a compulsory requirement and the Society will not release funds without this.

The final decision of whether or not to release the funds is entirely at the Society's discretion. Any request to release funds over £1,500 will not be considered unless section E is duly completed.

### Further assistance

If you require any further assistance regarding completion of the relevant form or need any further information, please contact your local branch, or call our Customer Contact Centre on 03450 50 50 75\*, between the hours of 8am and 8pm, 7 days a week\*.

\*We may monitor and/or record your telephone conversations with the Society to ensure consistent service levels (including colleague training).