



DECEASED ESTATE - CLOSURE REQUEST BALANCE OF \$1,000 OR LESS

When to use this form

This form is to be completed by the executors of a deceased estate when the deceased's combined account balances with Heritage Bank is \$1,000 or less. This form must be submitted with all required documents listed below and signed by **ALL** executors listed in the Will.

Required documents

- Certified copy of Death Certificate
- Certified copy of Will
- Original or certified identification must be provided for ALL Executors
- Addition of party form
- This form signed by **ALL** Executors

Deceased Member details

Member number _____ Date _____
Full name of deceased member _____
_____ Date of death _____
Linked member numbers: 1. _____ 2. _____ 3. _____

Account/s to be closed

Member number	Account type (eg. S1, S12)	Account balance
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Details of Executors

Executor 1

Title _____ Surname _____ Given names _____
Mail address _____
Suburb _____ State _____ Postcode _____
Phone number _____ Date of birth _____

Executor 2

Title _____ Surname _____ Given names _____
Mail address _____
Suburb _____ State _____ Postcode _____
Phone number _____ Date of birth _____

DECEASED ESTATE - CLOSURE REQUEST BALANCE OF \$1,000 OR LESS

Account Closure and Distribution of Funds

As Executor/s of the Estate of the Deceased Member, I/we authorise and request the closure of all above mentioned accounts.
By signing below I/we authorise Heritage Bank to combine the balance of accounts and clear any debts held solely by the Deceased in relation to personal loans, credits cards, overdrawn transaction accounts and similar.

I/We have read and agree to the Privacy Policy and have the authority to provide the personal information I/we have provided.

I/We authorise the funds to be distributed as per the below:

By transfer to "Estate of" Account or Solicitors Trust Account

BSB _____ Account number _____ Account name _____

By bank cheque payable to "Estate of _____"

Cash

Signature of Executor 1 _____

Signature of Executor 2 _____

Next steps

Hand this completed form into any Heritage Branch with certified copies of all required supporting documentation. Alternatively, please send the fully completed closure request form with supporting documentation to:



Heritage Bank
Deceased Estates
PO Box 190
Toowoomba QLD 4350

Branch use only

Evidence received - KYC and ID for executors collected and loaded in PROD

Evidence received - Name changed to deceased on all memberships (TC22 'Z')

Evidence received - Certified copy of the Death Certificate

Evidence received - Certified copy of the Will

Prosper product completed and finalised

Ensure all documents received are scanned to Lending Connect

Area Branch Manager, Branch Leader or Branch Manager approval _____

Withdrawal processed by: _____ Date: _____