

# Intestacy Indemnity Closure Form

Complete this form if the account holder died intestate (i.e. without a Will), you're the Next of Kin and the total balance of all accounts held with the Society in the sole name of the deceased, is less than £40,000.

**If the total balance exceeds £40,000, please provide Letters of Administration instead of completing this form.**

You can only sign this form as Next of Kin, if there are no other Next of Kin who appear before you in the order of priority shown below:

1. Lawful husband / wife
2. Lawful child / children
3. Lawful grandchild / grandchildren
4. Lawful father / mother
5. Lawful brother(s) / sister(s)

Insert the relevant description in section C below.

**If there are other Next of Kin who appear before you, they'll need to complete this form.**

By signing this form you will close the deceased's account(s) with the Society and agree to indemnify the Society from and against all claims and demands against the funds of the Society from any other person in respect of closure of the deceased's account(s). A cheque for each of the account balances shall be made payable to those Next of Kin who sign in section E below.

**If there's more than one Next of Kin signing this form, a cheque will be made payable in both their names.**

The obligation to distribute the monies to any other Next of Kin (if relevant) falls on those Next of Kin signing this form.

## A. DETAILS OF THE DECEASED

Forename(s):

Surname:

Date of death:  /  /

**B.**

Account Numbers:

## C. NAME(S) AND ADDRESS(ES) OF NEXT OF KIN COMPLETING AND SIGNING THIS FORM

Forename(s):

Surname:

Address:

Postcode:

Relationship to the deceased:

Forename(s):

Surname:

Address:

Postcode:

Relationship to the deceased:

**Only complete this form if there are no other Next of Kin who appear before you on the above list. Cheques are made payable to those Next of Kin signing in Section E except where, on production of the appropriate evidence, the cheque is for funeral expenses, or Inheritance Tax and is made payable to HM Revenue and Customs.**

## D. DECLARATIONS

I / We do solemnly and sincerely declare: **(Please delete one of these statements as appropriate)**

- I am / We are the Next of Kin of the above deceased and the only person(s) entitled to the estate **OR** I am one of / We are two of the Next of Kin of the above deceased and the other Next of Kin are (please specify the relationship to the deceased of each Next of Kin):

- I / We hereby request the Society to close the above account(s) and transfer to me / us the balance in each account by cheque, such total balance not exceeding £40,000.
- I / We hereby undertake to indemnify the Society from and against all claims and demands against the funds of the Society from any other person in respect of the closure of the account(s) held by the deceased detailed above.
- I / We attach or have already provided the Society with an original or certified copy of the death certificate of the deceased.
- I / We make the solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

## E. SIGNED (NEXT OF KIN)

Signature:

Date:  /  /

Signature:

Date:  /  /

## F. DECLARATION FROM COMMISSIONER FOR OATHS / SOLICITOR EMPOWERED TO ADMINISTER OATHS

Declared at:

In County of:

This day of:  /  /  before me:

Signature:

Forename(s):

Surname:

Address:

(including Postcode)

## 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, their account(s) held with the Society, your details and those of any other Next of Kin.

**If there's more than one Next of Kin, we recommend you take independent legal advice from a solicitor on how the deceased's money should be distributed between them.**

### 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 next of kin / executor(s) completing the form.

Not all eligible Next of Kin/ 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

Complete the relevant declaration (i.e. delete as appropriate).

Where there's an eligible next of kin/ executor who's not signing the form, please list their name(s) in the box provided.

### 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 allow release of the 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 the funds over £1,500 will not be considered unless section F 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\*.

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