

Deceased Estate Expense Payment Request Form.

As part of helping you with estate expenses, we may allow certain one-off, and some ongoing, costs to be withdrawn from these accounts that are essential for the maintenance of the estate. These may include:

- Funeral and memorial costs
- Rate payments (if the property is solely in the deceased's name)
- Service provider costs for a property that's solely in the deceased's name, such as:
 - Water rates
 - Electricity/gas bills
- Service provider final payments for the deceased, such as:
 - Internet service
 - Landline phone or mobile phone
- Loan repayments for loans held with us that are solely in the name of the deceased
- Application fee to the court for Probate

To request payment of a cost associated with the estate you will need:

- To complete this form signed by all the next of kin if there is no Will or by the executor if there is a Will
- A copy of the bill that is to be paid
- Please forward them to us:
 - ✉ estatesmanagement@banksa.com.au
 - 📍 Estates Centre of Excellence – IBN77
GPO Box 3433
Sydney NSW 2001
 - 📍 By visiting a branch

Section 1: Details.

Details of the deceased.

First Name

Surname

Date of Death

Customer Number

Date of Birth

Details of the person requesting payment from account.

First Name

Surname

Reference Number

Phone Number

Section 2: Requested Estate Expense to be paid.

#	Who are we paying?	Which account are we paying from?		Invoice amount	Paid at Branch
1		BSB:	ACC No:	\$	<input type="checkbox"/>
2		BSB:	ACC No:	\$	<input type="checkbox"/>
3		BSB:	ACC No:	\$	<input type="checkbox"/>
4		BSB:	ACC No:	\$	<input type="checkbox"/>

Note: If you are seeking reimbursement for an invoice that has already been paid, a tax invoice/receipt from the supplier must evidence that the bill has been paid and by whom. A bank cheque will be drawn in their name.

If reimbursement, please supply mailing details of where the bank cheque is to be sent.

Bank cheque details (for reimbursements only).

Mailing Address

I/We acknowledge that if BankSA needs to withdraw funds from an Incentive Saver account to pay the above account, there will be a loss of bonus interest for the month.


I/We understand that if a Term Deposit needs to be broken to pay this account any remaining money will be reinvested in a Term Deposit for the same period at the current interest rate.

I/We agree and request payment of this money.

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

Relationship to the Deceased

Signature



Date

/ /

Section 3: Branch details.

If this form is completed at the Branch, please complete the details below.

- Please ensure the request does **not** relate to the payment of:
 - Solicitor fees
 - Bills on a property that was jointly owned
 - Travel costs for family members to attend memorials or funeral services
 - Loans held with other financial institutions
 - Any other costs that are not directly associated with the estate itself
- Please ensure the invoices are forwarded to the Estates Centre of Excellence for processing if greater than \$15,000.

IMPORTANT! Branch Staff must Indicate if the invoice has been paid at the branch.

Branch Name:

BSB:

Employee First Name:

Employee Surname:

Salary No:

Date: