

# Authority To Release Assets

## Purpose of this form

For the Executor(s)/Administrator(s), immediate next-of-kin or beneficiary to authorise the Bank to:

1. Release assets from the estate for payment of funeral expenses, or other debts held in the name of the deceased.
2. Release assets from the estate and disburse funds to the claimants.
3. Finalise the estate's accounts.

If you would like any support with completing this form, please call us on **1800 686 153** between 8:30am and 5:00pm, Sydney time, Monday to Friday.

## What you need to know and do

- If there is more than one Executor/Administrator of the estate, each person must complete a separate form authorising the release of assets from the estate.
- The Bank has the authority to combine accounts in order to clear any debts held solely by the deceased relating to credit cards, personal loans, overdrawn transaction accounts and the like.
- As a general practice we do not charge fees to finalise deceased estates, however fees apply where foreign currency transactions and International Money Transfer are required.
- Attach or provide the branch a copy of the invoice/receipt (if claiming for payment or reimbursement of a funeral account or any other bill for the deceased).
- **All** copies of documents must be certified. Please note, if you have given these documents to us previously (including your identification documents), you do not have to supply them again. Simply let us know which documents you have previously provided in the Notes section at the end of this form.

Deceased's full name(s)

## Section 1 – Claimant's details

I, (full name(s) of claimant)

Other names known by (if any)

Daytime telephone number

Date of birth

Your residential address (required in all instances for identification purposes)

State

Postcode

An alternative address or PO Box (if you would rather us send correspondence there)

State

Postcode

I am the:  Spouse (wife/husband)  Parent (mother/father)  Child (over 18)

Domestic Partner

Sibling (brother/sister)

Other

of the deceased and hereby request the Commonwealth Bank of Australia to release the following funds from the deceased's estate.

## Section 2 – Payment and Settlement details

I authorise the Commonwealth Bank of Australia (CBA) to release the following funds held by the deceased as detailed below.

Please select relevant options:

- I acknowledge and agree to the combining of account balances
- I would like CBA to arrange payment/reimbursement of the funeral account
- I would like CBA to arrange payments of other bills on behalf of the deceased (e.g. Tax, Council Rates etc.)

Please indicate the amount(s) to be paid, payment method (cheque, transfer etc) and account from which payment(s) are to come:

Payable to (only include amounts if specific payments are to be made)	'Payment from' Account details	Payment Method (cheque, account transfer [include BSB/ Account number], draft, International Money transfer)




**Please note:** For International Money Transfer, we require the recipient's full address, account, International Bank Account Number (IBAN), Bank Identification Code (BIC), Sort Code and Currency.

**Section 2 – Payment and Settlement details** (continued)

I would like to close the accounts held on behalf of the Estate, and arrange for disbursement of assets

Please indicate the manner in which the balance of the deceased’s assets are to be disbursed:

Payable to (only include amounts if specific payments are to be made)	Payment Method (cheque, account transfer [include BSB/ Account number], draft, International Money transfer)

 **Please note:** For International Money Transfer, we require the recipient’s full address, account, International Bank Account Number (IBAN), Bank Identification Code (BIC), Sort Code and Currency.

I acknowledge that the information and payment instructions I have provided are correct.

Signature

Date



**Section 3 – Your Identification** (this is a Government requirement)

To satisfy Government Regulations it is necessary for the Bank to identify signatories of an estate by sighting direct evidence of their identity via **one** of the following 3 methods:

**Option 1** ▶ Provide one of your existing CBA account numbers:

**Option 2** ▶ Provide acceptable identification details to us at a CBA branch for endorsing by branch staff.

Document type	Document number	Name on document	Place of issue	Issue date	Expiry date

Verification has been performed for the customer

- Full name, **and**  Date of birth, **or**  
 Residential Address


Bank Officer’s name

Bank Officer’s signature

Date




**Option 3** ▶ Alternatively complete a ‘**Certified Copies Identification**’ form. (Please provide the **original and a copy** of acceptable identification documents to a prescribed person who is required to complete all the actions as set out in the form).

 Thank you for your time in completing this form, we will be in contact shortly.

**Notes**

**Bank use only**

 **Please Note:** This form and any other documents received must be imaged onto the deceased customer's profile under one cover sheet. Once imaged, create a work item request, per the instructions below.  
**Creating a CommSee Work Request** (from client chevron) Select Request > Category: Client Management > Request Type: Deceased > Assign To: SMT - DECEASED ESTATES > Template: Branch - New Deceased Notification.