

We're sorry for your loss and are here to help you during this difficult time.

Notification of a Deceased Member will be accepted prior to providing this form and required documents. Please contact our Administration Team on **1300 364 400** or at **deceasedestates@gcmutual.bank** to advise us.

To allow us to best assist you, please complete the required sections to the best of your ability. If you are unable to provide certain details or documents at this time, please leave this space empty and we will contact you prior to finalisation of the accounts held in the name of the Estate. If you require assistance completing this form or help with other matters relating to the management of the accounts held in the name of the Estate, please contact us.

For further information on the process for when dealing with the loss of a loved one, please refer to our **Deceased Estate Guide**.

## Deceased member details

Member number (if known)	Title	Surname	First name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address (Unit no./ Street no./ Street name)		Suburb/Town	State      Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/> <input type="text"/>
Date of birth	Date of death	Card number last 4 digits (if known)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Notifying party details

Surname	First name	
<input type="text"/>	<input type="text"/>	
Residential address (Unit no./ Street no./ Street name)	Suburb/Town      State      Postcode	
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	
Mobile/Home phone	Date of birth	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to the Deceased:		
<input type="checkbox"/> Partner <input type="checkbox"/> Child (over 18) <input type="checkbox"/> Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Other (please specify) <input type="text"/>		
Your role in management of the Estate:		
<input type="checkbox"/> Executor/Administrator <input type="checkbox"/> Immediate Next of Kin <input type="checkbox"/> None/Unsure		

## Notifying party identification

You will need to complete the below section if you are the Estate representative or are seeking payment or reimbursement of funeral or Estate expenses. To satisfy Government Regulations it is necessary for the Bank to identify you, via **one** of the below options:

- Option 1** Provide one of your existing G&C Mutual Bank member numbers:
- Option 2** Provide this form along with acceptable identification documents to staff at a G&C Mutual Bank Service Centre for certifying.
- Option 3** Provide certified copies of your identification documents to [deceasedestates@gcmutual.bank](mailto:deceasedestates@gcmutual.bank) or mail to PO Box A253, Sydney South NSW 1235.

I acknowledge the information I have provided is correct

Signature	Date
<input type="text"/>	<input type="text"/>

## Last Will and Testament

- Attached  No (If there is no Will, Letters of Administration may be required.)  
 To follow (Please deliver to your nearest G&C Mutual Bank Service Centre or mail a certified copy to our postal address.)

Identification of Executor/s if not already a member of G&C Mutual Bank

- Attached  Administrator to follow

Member number (if Executor/s are G&C Mutual Bank members):

### Probate

*Probate is the process of officially proving the validity of a Will by the Supreme Court. G&C Mutual Bank is protected against legal action when releasing no more than \$15,000. All enquiries regarding Probate and Letters of Administration must be referred to the Deceased Estates Officer.*

## Administrator or Executor of Estate (if applicable)

Please advise the name of person/s, solicitors or trust company administering the Deceased's Estate. If applicable.

Surname

First name

Company

Address (Unit no./ Street no./ Street name)

Suburb/Town

State

Postcode

Mobile/Home phone

Email address

If using a solicitor:

- G&C Mutual Bank to liaise with your solicitor  G&C Mutual Bank to liaise directly with you

## Death certificate

Confirmation is required by way of a certified copy of the original Death Certificate.

- Attached  
 To follow (Please deliver to your nearest G&C Mutual Bank Service Centre or mail a certified copy to our postal address.)

## Direct debits and periodical payments

Do you require a list of all direct debits and recurring payments?  Yes  No

Upon receipt of deceased customer notification all direct debits and periodical payments will be cancelled. If any ongoing direct debit or periodical payment arrangements are to continue please specify details below.

## Executor's instructions for administration or Estate upon finalisation

Executor name (1)

Signature (1)

Date (1)

Executor name (2)

Signature (2)

Date (2)

Executor name (3)

Signature (3)

Date (3)

Please review [G&C Mutual Bank's Privacy Notice on the next page](#)

## Next steps

Once you have completed this form please attach the following documents or make arrangements to obtain a copy for forwarding to us:

- Will (or Letters of Administration)
- Death certificate
- Funeral invoice (if applicable)

Please don't send original documents – certified copies only. And return to G&C Mutual Bank by:



**Mail**

PO Box A253, Sydney South NSW 1235



**Email**

deceasedestates@gcmutual.bank



**In person**

By visiting a Service Centre

We're here to help, if you need assistance completing this form or have any questions, call us on **1300 364 400**, drop into your local Service Centre or refer to our **Deceased Estate Guide** on our website.