

Schedule 3: Document Checklist

Small Balances Procedure (Balances up to £10,000)

	Document	Notes
	Death Certificate *	Original or certified copy required in all cases. If an interim death certificate was provided at the notification stage, then a certified copy of the original must be obtained before any funds can be released.
	Copy of the will	Required if a valid will exists.
	Government Issued Photo ID *	Testacy (if valid will exists) – for all Executors named in the will. Intestacy (no valid will) – Next of Kin (based on legal entitlement – spouse, children, siblings).
	Proof of Address Document *	Required for all Executors or Next of Kin (as applicable). Must not be older than 3 months.
	Indemnity Form *	Must be signed by all Executors or Next of Kin (as applicable).
	Letter of Authority (if law instructed)	Must be signed by all Executors or Next of Kin (as applicable). Must authorise firm to act and allow Bank to deal with them.

(*) = Document is required in all circumstances.

Schedule 3: Document Checklist

Probate Procedure (Balances over £10,000)

Document	Notes
Death Certificate (original or certified copy) *	Original or certified copy required in all cases. If an interim death certificate was provided at the notification stage, then a certified copy of the original must be obtained before any funds can be released.
Grant of Representation (Probate Letters of Administration, Certificate of Confirmation)*	Required in all cases.
Government Issued Photo ID *	Required for all PRs identified in the Grant of Representation.
Proof of Address Document *	Required for all PRs identified in the Grant of Representation. Must not be older than 3 months.
Account Closure Form (Schedule 5) *	Must be signed by all PRs.
Letter of Authority (if law instructed)	Must be signed by all PRs. Must authorise firm to act and allow Bank to deal with them.

(*) = Document is required in all circumstances.