

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.