

Please tick the box to confirm what capacity you are acting in for the deceased

Next of Kin

Executor/s

Please complete this form if the total balance(s) of all accounts held with the Society, in the sole name of the deceased is £30,000 or less. **If the total balance exceeds £30,000 you need to provide a Grant of Probate or Letters of Administration instead of completing this form.**

You can only sign this form as Next of Kin, if there is no other Next of Kin who appear before you in the order of priority shown below:

1 Lawful husband/wife | 2 Lawful child/children | 3 Lawful grandchild/grandchildren | 4 Lawful father/mother | 5 Lawful brother/sister

If there are other Next of Kin who appear before you, they will need to complete this form.

A - Details of the deceased

Forename(s):
<input type="text"/>
Surname:
<input type="text"/>
Date of birth:
<input type="text"/>

B - Account numbers

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

C - Name(s) and address(es) of Next of Kin / Executors completing and signing this form

Forename(s):
<input type="text"/>
Surname:
<input type="text"/>
Address:
<input type="text"/>
Postcode:
<input type="text"/>
Email:
<input type="text"/>
Contact number:
<input type="text"/>
Next of Kin relationship to the deceased:
<input type="text"/>

Forename(s):
<input type="text"/>
Surname:
<input type="text"/>
Address:
<input type="text"/>
Postcode:
<input type="text"/>
Email:
<input type="text"/>
Contact number:
<input type="text"/>
Next of Kin relationship to the deceased:
<input type="text"/>

D – Declaration

I / We the person(s) named in Part C, solemnly and sincerely declare that:

(Delete as appropriate)

I am / We are the Next of Kin of the above deceased and the only person(s) entitled to the estate OR I am one of / We are two of the Next of Kin of the above deceased and the other Next of Kin are:

I am / we are the appointed Executor/s in the deceased Will and there are no other appointed Executors OR I am one of / we are two of the Executor/s appointed in the deceased's Will and the other Executor/s are:

(Please specify their full name, address email address contact number and relationship to the deceased of each Next of Kin in the box below)

Delete as appropriate

To the best of my / our knowledge and belief, the deceased died without leaving a will.

- I / We am / are the lawful Next of Kin of the deceased and to the best of my / our knowledge and belief there is nobody whose claim to the account of the deceased would take precedence over my / our claim.
- I / We will indemnify Nottingham Building Society in respect of any claim cost demand expense or liability incurred by Nottingham Building Society and arising from the closure of the account of the deceased detailed above and / or any payment of the funds held in the account based upon the information contained in this declaration and where there is more than one of us making this declaration, we provide the indemnity on a joint and several basis.

And I / We make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

E- Signed (Next of Kin)

Signature:

 Date:

Signature:

 Date:

If there is more than one Next of Kin, the funds will be split equally, and the proceeds paid to each individually as detailed above. The exception to this is where on production of the appropriate evidence, the funds are required for funeral expenses or to pay HM Revenue and Customs for Inheritance Tax.

F – Declaration from Commissioner for oaths / Solicitor impowered to administer oath

Declared at:

 In County of:

 The day of:

 Signature:

Forename(s):

 Surname:

 Company name:

 Address (inc Postcode):

Guidance Notes for Completion

This information will guide you through the requirements for completing this form.

You can only sign this form as Next of Kin, if there is no other Next of Kin who appear before you in the order of priority shown:

1 Lawful husband/wife | 2 Lawful child/children | 3 Lawful grandchild/grandchildren | 4 Lawful father/mother | 5 Lawful brother/sister

If there are other Next of Kin who appear before you, they will need to complete this form.

Complete all sections providing details of the deceased, the deceased's account(s) held with the Society, your details and those of any other Next of Kin to the deceased's estate.

It is important the form is completed in full. If any of the sections are incomplete or completed incorrectly, we may have to return the form to you, which will delay the release of funds.

Where there is a Will we will need to see either the original or a certified copy in order to proceed.

SECTION B

Any monies in accounts held in joint names with the deceased will automatically be transferred to the name(s) of the surviving account holder(s).

Don't include details of such accounts on this form.

SECTION C

This section is for the details of the Next of Kin(s)/ Executors completing the form.

Not all eligible Next of Kin need to complete the form, provided that every other person eligible to complete the form is noted in section D.

We will require name identification for all Next of Kin/Executors who have signed this form. Details of the type of identification we require can be found on our website www.thenottingham.com/Bereavement

SECTION D

The relevant declaration should be completed (delete as appropriate) – where there is an eligible Next of Kin/Executor who isn't signing the form, please list their name(s), address(s) email address contact number(s) and relationship (if Next of Kin) to the deceased in the box provided.

We will not be able to take any instructions or release any information on the accounts held with us, from those named in section D unless they complete and sign an indemnity form and they provide us with full name identification.

SECTION E

All those named in section C should sign the declaration.

SECTION F

A Commissioner for Oaths or solicitor empowered to administer oaths must witness and sign the form where the balance, including accrued interest, exceeds £1,000 (up to a maximum of £30,000) before returning it to us.

If the total amount of the account balances is a £1,000 or less, a solicitor/commissioner for oaths is not required to sign.

IMPORTANT NOTES

Legislation allows the Society to release the funds without probate.

This declaration has to be checked, completed and signed by a Commissioner for Oaths or Solicitor empowered to administer oaths as indicated on the form. This is a compulsory requirement and the Society will not release funds without this.

The final decision of whether or not to release the funds is entirely at the Society's discretion. Any request to release funds over £1,000 will not be considered unless section E is duly completed.

FURTHER ASSISTANCE

If you require any further assistance regarding completion of the relevant form or need any further information, please contact your local branch, or call 0344 4814444