

Notification of Deceased Member



Section 1 – Deceased Member Details

Member Number(s)		Member Name	
Home Address			
Date of Birth		Date of Death	

Death Certificate Provided (Original or Certified) - Yes No Accounts owned by the deceased - Individual Joint

Section 2 – Person Reporting Death

Member Number (if applicable)		Name	
Home Address			
Phone Number		Email Address	

I am the: Spouse Parent Child (over 18) Domestic Partner Sibling Other _____

I am the: Executor Administrator Other _____

Who would you like us to correspond with?

Option 1 - For Estate matters, please deal with me directly.

Option 2 – With the Estate’s Solicitor/ Lawyer/ Executor/ Administrator Reference: _____

Section 3 – Executor Details – Identification documents for Executor(s) have been obtained? Yes No

Member Number(s)		Member Name	
Home Address			
Phone Number		Email Address	

Linked as ATO? Yes No

Member Number(s)		Member Name	
Home Address			
Phone Number		Email Address	

Linked as ATO? Yes No

Section 4 – Will/ Probate Details

Please provide us with **Certified copies** of the documents if you answered ‘Yes’ to any of the questions in this section.

Is there a Will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has anyone applied (or is intending to apply) for Probate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has anyone applied (or is intending to apply) for a Letter or Administration?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Grant of Probate – is a document issued by the Supreme Court. It confirms that a will is valid and gives the executors the authority to act. Estates with Police Credit Union Accounts and aggregated balances more than \$15,000 require probate.

Letters of Administration – are documents granted by the Supreme Court, giving authority to an administrator to collect and distribute the assets of the estate, in the absence of a valid Will. Estates with Police Credit Union Accounts and aggregated balances more than \$15,000 require Letters of Administration.