

Grant of Probate / Letters of Administration Fee Claim form



Withdrawals are payable by electronic transfer or cheque up to the amount of £600 to cover the costs of the Grant of Probate / Letters of Administration fees.

Only one form can be submitted per deceased customer.

To be completed by all of the Personal Representatives or the solicitor acting for the Personal Representative(s) of the deceased customer's estate. If you are a solicitor acting for the Personal Representative(s), you'll need to complete their details below and also complete the Details of Solicitor section with your own information.

Please use black ink and write in CAPITALS.

Details of all Personal Representative(s) or Solicitor

Personal representative(s) of:

Charter Savings Bank account number(s):

Personal Representative's details 1:

Title:

Forename(s):

Middle name(s):

Surname:

Date of birth (DD/MM/YYYY):

Preferred contact number:

Address:

.....

Personal Representative's details 2:

Title:

Forename(s):

Middle name(s):

Surname:

Date of birth (DD/MM/YYYY):

Preferred contact number:

Address:

.....

Personal Representative's details 3:

Title:

Forename(s):

Middle name(s):

Surname:

Date of birth (DD/MM/YYYY):

Preferred contact number:

Address:

.....

Personal Representative's details 4:

Title:

Forename(s):

Middle name(s):

Surname:

Date of birth (DD/MM/YYYY):

Preferred contact number:

Address:

.....

We'll seek to electronically verify the identity and address details provided in order to comply with our legal and regulatory obligations including UK anti-money laundering regulations and for the purposes of ongoing fraud detection and reporting. If we're unable to verify your identity and / or address electronically, we'll ask you for documents to confirm these. Please see the Identity Requirements leaflet in the Useful Documents section of our website for details of the documents we'll accept.

Details of how we and fraud prevention agencies use customer information and your data protection rights, can be found in our Privacy Notice, which is available to view at www.chartersavingsbank.co.uk/Help/Documents.

If you have any queries relating to the use and storage of your information, please contact us at **Charter Savings Bank, PO Box 855, Wallsend, NE28 5BL.**

Details of Solicitor:

Please note, a solicitor appointed as a Personal Representative should complete this form in that capacity. Where a solicitor is acting for the Personal Representative(s), the form must still be completed by the Personal Representative(s).

Solicitor's name:

Name of organisation:

Address of organisation:

Phone number:

I am acting as the Personal Representative

I am acting on behalf of the above Personal Representative(s)

Option 1: Electronic transfer

Please transfer the amount required below (up to a maximum of £600) to the account detailed below to cover the cost of the Grant of Probate / Letters of Administration Fee. **Please note** - we're able to send funds electronically to the Personal Representative(s) or Solicitor responsible for administering the deceased customer's estate.

Full customer name:

Sort code:

Account number:

Amount:

Please carefully check the above account information. It is your responsibility to provide us with the correct information for this payment.

Prior to releasing funds, we'll need to verify that all requirements have been met. Once this has been confirmed, payment will be processed within 7 working days.

To comply with anti-money laundering procedures, we'll seek to electronically verify the above account using third party data authentication systems. If it cannot be verified electronically, we'll request further proof in the form of a bank statement. If you cannot provide this, a cheque will be made payable to the person(s) named above.

Option 2: Cheque

Please provide a cheque in the amount of £..... (up to a maximum of £600) to the payee detailed below, to cover the cost of the Grant of Probate / Letters of Administration Fee. **Please note** - we're able to issue a cheque in the name of the Personal Representative(s) or Solicitor responsible for administering the deceased customer's estate.

Cheque payable to (please provide full names):

Please send cheque to:

Name:

Address:

Declaration

I am / We are the person(s) entitled to administer the estate of the deceased customer named above ("the deceased") and responsible for applying to the Probate Registry for the issue of the Grant of Probate / Letters of Administration for the purposes of administering and distributing the deceased's estate.

I / We confirm that the funds requested above will be used to pay the Probate Registry fee for the issue of the Grant of Probate / Letters of Administration for the deceased's estate. In consideration of Charter Court Financial Services Limited T/A Charter Savings Bank ('the Bank') paying the funds as requested above held by it in the name of the deceased I / we give this indemnity in my / our capacity as the deceased's personal representative(s).

I / We will be responsible for any losses or costs the Bank suffers as a result of the release of the funds requested above. I / We agree to pay back to the Bank all monies it has paid to me / us in reliance on this representation together with any costs reasonably incurred by the Bank in dealing with a claim relating to misuse of the funds requested above.

Signed:.....Name:.....Date (DD/MM/YYYY):.....

Signed:.....Name:.....Date (DD/MM/YYYY):.....

Signed:.....Name:.....Date (DD/MM/YYYY):.....

Signed:.....Name:.....Date (DD/MM/YYYY):.....

Office use only

We can provide literature in large print, Braille and audio. Please ask us for this leaflet in an alternative format if you need it. If you require any additional support with managing your account, you can contact us either by phone, in writing or by visiting chartersavingsbank.co.uk/help/additional_support for more information.