

# Bereavement Notification Form

FOR USE TO NOTIFY THE BANK OF A DECEASED CUSTOMER

Bank of Ireland  UK

\* = mandatory field

## 1) DECEASED CUSTOMER DETAILS

Customer Name:\*

Customer Address:\*

Alternative or Previous Address:

Date of Death:\*

D	D	M	M	Y	Y	Y	Y
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Date of Birth:\*

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Main A/C Number:\*

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Additional accounts:

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Credit card No.:

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*Please Note: Bank of Ireland is not liable for any extra expenses incurred by the Estate resulting from accounts not being notified to us.*

Did the Deceased Customer make a Will?\*

Yes ☐ No ☐

Did the Deceased Customer hold Safekeeping?

Yes ☐ No ☐

## 2) NOTIFYING PERSON, EXECUTOR, ADMINISTRATOR OR NEXT OF KIN DETAILS

Notifying Persons Name:\*

Relationship to the Deceased?

Executor:

☐

Administrator:

☐

Next of Kin:

☐

Executor/Administrator/Next of Kin

Name:

Address:

Tel no:

*Tel No. For Use Only in Relation to This Notification*

Is the Executor/Administrator/Next of Kin an existing Bank of Ireland customer? Yes ☐ No ☐

If yes, please supply a Bank of Ireland Account number:\*

If no, send certified copies of proof of ID and address.

## 3) SOLICITORS DETAILS

Confirm whether a Solicitor has been appointed to act in the administration of the Estate?\*

Yes ☐ No ☐

**If Yes we will correspond directly with Solicitors**

Firm of Solicitors:\*

Solicitors Name:

Solicitors Tel No.:

Solicitors Address:\*

## 4) ADDITIONAL INFORMATION

Notes: If there is any additional information, relevant to this case which should be communicated to the Bereavement Support Unit, please outline below:

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## 5) PLEASE TICK THE BOXES BELOW TO LET US KNOW WHICH DOCUMENTATION YOU HAVE ATTACHED:

	Tick here	Funeral Director expenses	Other funeral related expenses (e.g. florist, catering)	Settlement (estate under £10,000)	Settlement (estate above £10,000)
Certified copy of Death Certificate	<input type="checkbox"/>	✓	✓	✓	✓
Certified extract of Will naming Executor(s) (or a letter naming the next of kin if there is no will)	<input type="checkbox"/>		✓	✓	
If you are not a Bank of Ireland customer a certified copy of Proof of Identity and Address	<input type="checkbox"/>	✓	✓	✓	✓
Funeral Director Invoices	<input type="checkbox"/>	✓			
Our Payment Authorisation form for Funeral Director Invoices	<input type="checkbox"/>	✓			
Our Indemnity form for other funeral-related Invoices	<input type="checkbox"/>		✓		
Certified copy of Grant of Probate / Letters of Administration	<input type="checkbox"/>				✓
Our Indemnity on Payment of Monies from Deceased Customer's Account form	<input type="checkbox"/>			✓	
Our Payment Authorisation form for Executors / Administrators	<input type="checkbox"/>			✓	✓

Please do not send original documentation. We are happy to accept certified copies of documentation. There may be circumstances where we request additional documentation.

Notifying Persons Signature 

Date:

Send to: BOI BEREAVEMENT SUPPORT UNIT, PO BOX 365, DUBLIN 18, IRELAND

## 6) FOR MANDATORY COMPLETION AT BRANCH – INTERNAL USE ONLY

Notifying Branch Name:*	<input type="text"/>	Branch Contact Name:*	<input type="text"/>
Staff Signature:	<input type="text"/>	Staff No.:*	<input type="text"/>
Are the Executors/Administrators/ Next of Kin existing BOI customers?*		Mandatory Safekeeping Check	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Is Safekeeping still held for the deceased?*	
If yes, please supply a Bank of Ireland Account number:*		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="text"/>		If Safekeeping held insert receipt No.	
If no, have certified copies of ID&V been submitted to BSU?*		<input type="text"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>			