MACQUARIE

Deceased estate checklist

Macquarie Cash Management Account

To ensure this process runs as smoothly as possible, we have created this summary of the paperwork required. **Please ensure that you forward the relevant information as stated below, based on the requirements of the account.**

1 Individual account (eg John Smith)

For accounts held in a client's individual name, we can only accept instructions from the executor, who must first be appointed as the authorised signatory on the account.

We require:

1.1 Appointing executor as authorised signatory on the account

- ✓ Original certified copy of the death certificate ☐
- ✓ Original certified copy of grant of probate[1] or all letters of administration ☐
- ✓ The executor must complete the *Individual Identity Verification* form[2] ☐
- ✓ Original certified copy of identification – passport or current driver's license ☐

In addition, depending on the executor's instruction, the following documentation is required:

1.2 Keeping the estate account open and running

- ✓ Written instructions signed by the executor to take the account off 'hold' status which will allow debits and withdrawals to be made from the Investment cash account ☐
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (jointly and/or severally) ☐

1.3 Closure of account

- ✓ Withdrawal form or written request signed by the executor ☐

2 Joint accounts[3] (eg John Smith and Joe Blow) if one account holder dies

2.1 Transferring assets to surviving account holder/s (and closing old account)

- ✓ Original certified copy of death certificate ☐

2.2 Full withdrawal and closure of account

- ✓ Original certified copy of death certificate ☐
- ✓ *Withdrawal* form or written instructions signed by the surviving account holder ☐

3 Corporate account including corporate trustee account (eg ABC Pty Ltd, or ABC Pty Ltd ATF XYZ Super Fund) where a director has died

3.1 Removing deceased director

- ✓ Original certified copy of death certificate of the deceased director. Alternatively a financial adviser may complete an Individual FSC form on the new director's behalf in order to verify their identity ☐
- ✓ Copy of the *ASIC Certificate* of *Office Bearers* showing the newly appointed director. The new director must supply original certified copy of identification for themselves ☐
- ✓ The new director must complete the *Individual Identity Verification* form[2] ☐
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (jointly and/or severally) ☐

4 Trust account or self managed super fund (eg John Smith ATF The Smith Family Trust, or John Smith and Joe Blow ATF The Smith Super Fund)

4.1 Appointing new trustee

- ✓ Original certified copy of death certificate ☐
- ✓ Deed of amendment or minutes of trustees' meeting showing newly appointed trustee ☐
- ✓ The new trustee must complete the *Individual Identity Verification* form. The new trustee must supply original certified copy of identification for themselves. The identification must include photo and specimen signature ☐
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (joint and/or severally) ☐
- ✓ A *beneficial owners* form to be completed ☐

4.2 Appointing a corporate trustee

- ✓ Deed of amendment or minutes of trustees' meeting showing newly appointed corporate trustee ☐
- ✓ Copy of the *ASIC Certificate of Office Bearers* showing the appointed directors ☐
- ✓ Original certified copy of death certificate ☐
- ✓ A completed *Macquarie Australian Companies identification* form ☐
- ✓ Any new directors must complete the *Individual Identity Verification* form ☐
- ✓ A completed *Macquarie cash solutions Third Party Authority* form for any new directors ☐
- ✓ A *beneficial owners* form to be completed ☐

4.3 Full withdrawal and closure of account

- ✓ Original certified copy of death certificate ☐
- ✓ *Withdrawal* form or written instructions signed by the surviving trustee ☐

1 A request to waive probate is assessed on an individual basis, giving due attention to the particular circumstances and trust requirements. This does not guarantee approval will be granted.

2 This form is available at macquarie.com.au/idforms and must be accompanied by a copy of the supporting identification documents (that have been sighted by a checking officer as outlined on the form).

3 If there are no surviving account holders, please refer to our procedures under *Individual Name.*

For more information call Macquarie on 1800 087 820, email clientservicesupport@macquarie.com or visit macquarie.com

Deceased Estates
GPO Box 2520
Sydney NSW 2001

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