

NOTIFICATION OF DEATH FORM

Please complete the form and return with the death certificate, or certified copy*, to:

Central Services, Family Building Society, Ebbisham House, 30 Church Street, Epsom, Surrey KT17 4NL.

We would advise for original documents to be sent via recorded delivery. All original documents, and requested certified copies, will be returned via recorded delivery.

Once we've received these details, we'll write to the Personal Representative (this could be the executor, administrator or legal representative dealing with the estate, or the next of kin) to let them know what the next steps are and what further information we require including what identification we'll need to verify them before we can close an account.

DETAILS OF THE DECEASED

TITLE:	MR / MRS / MISS / MS	DATE OF BIRTH:	DD / MM / YYYY
FULL NAME:		DATE OF DEATH:	DD / MM / YYYY
FULL ADDRESS:		IS THERE A WILL?:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE (Please tick)
		ANY ACCOUNT NUMBERS: (If known)	

DETAILS OF THE PERSONAL REPRESENTATIVE

This could be the executor, administrator or legal representative dealing with the estate. If the Personal Representative is not known, please provide details for the next of kin.

TITLE:	MR / MRS / MISS / MS	FULL ADDRESS:	
FULL NAME:			
RELATIONSHIP TO THE DECEASED:			
EMAIL ADDRESS:			
PHONE NUMBER:			

ANY OTHER INFORMATION YOU THINK MAY BE USEFUL

If there is more than one Personal Representative you can include their details here.

* the death certificate can be certified as a true copy by a solicitor, accountant, bank or building society official, Independent Financial Advisor (IFA), mortgage broker, doctor or a Justice of the Peace. Other professionals are accepted but it may take longer for us to verify their certification.