

Statutory Declaration and Indemnity Form



If you are the executor/next of kin, for an existing Tipton & Coseley account holder who has passed away, you can use this form to close any savings accounts held where the balance is up to £15,000. If their savings account balances are more than £15,000 you will need to apply for Grant of Probate or Letters of Administration.

Please note if the person who has passed away held less than £15,000 in their savings accounts with us, but you are applying for Grant of Probate or Letters of Administration we must see a copy of the document before we can close any savings accounts.

Completing the form:

Total balances are below £5,000 and there is no Grant of Probate or Letters of Administration

- Complete section 1, 2 and 3 of this form.
- The executors/next of kin will need to provide their details in section 2.

Total balances are between £5,000 and £15,000 and there is no Grant of Probate or Letters of Administration

- Complete section 1, 2, 4 and 5 of this form. A Solicitor or Commissioner of Oaths will need to witness the executors/next of kin signing section 4 and complete section 5 of this form to confirm they have witnessed the signatures.
- The executors/next of kin will need to provide their details in section 2.

If you need any help completing this form, please do contact us on **0121 557 2551** and we will be happy to help alternatively you can visit your local branch and a Customer Service Advisor will be available.

Identification Requirements

We need to be able to verify the identity of each executor/next of kin. In the first instance we will attempt to identify you electronically by completing a search using a credit reference agency database. This will show as a search of the database only and not a credit score, so this will not affect your credit rating. If the search is unsuccessful, we will ask you for paper-based identification. By signing this form, you are giving us consent to complete an electronic search.

Where we need to see paper-based identification, original or certified copies are required, one for proof of address and one for proof of person for each executor/next of kin.

We will also need a piece of signature ID such as a Driving Licence, bank card or bank or building society passbook for the executors/next of kin closing the accounts.

Privacy Notice

Our 'Privacy Notice' covers the products and services we provide and includes:

- your rights relating to the information we hold about you;
- how we keep your personal information safe;
- the types of personal information we collect and use; and
- the legal basis we rely on to use your information.

Where can I find the new Privacy Notice?

A copy of the Privacy Notices can be found by visiting our website - thetipton.co.uk/privacy. You can also request a paper copy by calling us on **0121 557 2551** or visiting your local branch.

Section 1: Information about the person who has passed away - Please complete in all cases

| | | | | | | | |
|----------------------------|----------------------|--|------------------------|--------------------------|----------------------|---------|---|
| Title | <input type="text"/> | Please list all active account numbers but DO NOT include balances. | OFFICE USE ONLY | | | | |
| Forenames | <input type="text"/> | | Account number | <input type="text"/> | Balance | £ | |
| Surname | <input type="text"/> | | Account number | <input type="text"/> | Balance | £ | |
| Residential address | | | Account number | <input type="text"/> | Balance | £ | |
| | Building name/number | | <input type="text"/> | Account number | <input type="text"/> | Balance | £ |
| | Street | | <input type="text"/> | Account number | <input type="text"/> | Balance | £ |
| | Town/City | <input type="text"/> | Account number | <input type="text"/> | Balance | £ | |
| County | <input type="text"/> | Account number | <input type="text"/> | Balance | £ | | |
| Postcode | <input type="text"/> | Account number | <input type="text"/> | Balance | £ | | |
| Date of birth | <input type="text"/> | Account number | <input type="text"/> | Balance | £ | | |
| Date of death | <input type="text"/> | | | Combined balances | £ | | |

Section 2: Information about the Executor(s) - Please complete in all cases

First Executor

Relationship to the person who has passed away

Title

Full name

Date of birth

Residential address

Building name/number

Street

Town/City

County

Postcode

Telephone number

Third Executor

Relationship to the person who has passed away

Title

Full name

Date of birth

Residential address

Building name/number

Street

Town/City

County

Postcode

Telephone number

Second Executor

Relationship to the person who has passed away

Title

Full name

Date of birth

Residential address

Building name/number

Street

Town/City

County

Postcode

Telephone number

Fourth Executor

Relationship to the person who has passed away

Title

Full name

Date of birth

Residential address

Building name/number

Street

Town/City

County

Postcode

Telephone number

Please complete overleaf

Section 3: Declaration for closures under £5,000 (where probate has not been obtained)

I/We, the named Executor(s), confirm and agree:

- No Grant of Probate or Letters of Administration has been granted to the deceased customer's estate;
- I/We am/are legally entitled to administer the deceased customer's estate and, if there is anyone else entitled to administer the estate, I have their consent to carry out these instructions;
- I/We indemnify Tipton & Coseley Building Society against any demands, claims, liabilities, losses, costs and expenses by reason of it acting in accordance with my instructions.

Withdrawal by cash ☐

The maximum amount that can be withdrawn as cash is £500 each day.

Withdrawal by cheque ☐

Please make the cheque payable to:

Transfer to an account with Tipton & Coseley ☐

Please confirm the account number

Transfer to a new account with Tipton & Coseley ☐

Please confirm the new account type

I/We make this solemn declaration conscientiously believing the same to be true and by the virtue of the provisions of the Statutory Declarations Act 1835

First Executor signature

Date

Second Executor signature

Date

Third Executor signature

Date

Fourth Executor signature

Date

Section 4: Declaration for closures between £5,000 and £15,000 (where probate has not been obtained)

I/We, the named Executor(s), confirm and agree:

- No Grant of Probate or Letters of Administration has been granted to the deceased customer's estate;
- I/We am/are legally entitled to administer the deceased customer's estate and, if there is anyone else entitled to administer the estate, I have their consent to carry out these instructions.

Withdrawal by cash ☐

The maximum amount that can be withdrawn as cash is £500 each day.

Withdrawal by cheque ☐

Please make the cheque payable to:

Transfer to an account with Tipton & Coseley ☐

Please confirm the account number

Transfer to a new account with Tipton & Coseley ☐

Please confirm the new account type

I/We make this solemn declaration conscientiously believing the same to be true and by the virtue of the provisions of the Statutory Declarations Act 1835

First Executor signature

Date

Second Executor signature

Date

Third Executor signature

Date

Fourth Executor signature

Date

Please complete overleaf

Section 5: To be completed by a Commissioner for Oaths or Solicitor if you have completed section 4 (this is a legal requirement)

Declared at:

Building name/
number

Street

Town/City

County

Postcode

Before me (name of
Commissioner of
Oaths or solicitor)

Signature

Date

Official Solicitor’s Stamp:

Request for additional documentation

Please confirm if you require any of the following items:

Certificate of interest

Closing statement

Transfer to a new
account

OFFICE USE ONLY

V1.004 July 2025

| | | | | | | | |
|--------------------------|--|-------------------------|--|--------------|-------------------------|--------------|--|
| Death certificate number | | First Check | | Second Check | | Sample Check | |
| Customer Number | | Identity (CUIDE List 1) | | | Identity (CUIDE List 2) | | |
| Customer Number | | Identity (CUIDE List 1) | | | Identity (CUIDE List 2) | | |
| Customer Number | | Identity (CUIDE List 1) | | | Identity (CUIDE List 2) | | |
| Customer Number | | Identity (CUIDE List 1) | | | Identity (CUIDE List 2) | | |