

Documentation Requirements



Checklist of the documents we may need from you

	Tick here	To provide account information	To remove deceased name from joint account(s)	For paying funeral director expenses from account(s) of the deceased	For paying other funeral expenses (example: florist, catering)	To close the account(s) and pay the balance (if the net value of the money held in Bank of Ireland at date of death is up to €35,000) ¹ (See below) ¹	To close the account(s) and pay the balance (if the net value of the money held in Bank of Ireland at date of death is more than €35,000) (See below) ¹
Documents that you may need to provide							
A certified copy of the death certificate / proof of death	<input type="checkbox"/>	✓	✓	✓	✓	✓	✓
A copy of the will naming the executors (if there was a will)	<input type="checkbox"/>	✓			✓	✓	
A certified copy of proof of your identity and address (if you are not a Bank of Ireland customer)	<input type="checkbox"/>	✓			✓	✓	✓
A certified copy of the Grant of Probate or Grant of Administration extracted in the Republic of Ireland, where the net value of the money held in Bank of Ireland at date of death is worth more than €35,000	<input type="checkbox"/>						✓
Original letter of clearance from Revenue Commissioners (form IT8) ²	<input type="checkbox"/>		✓				
Letter from joint account holder(s) where they are waiving their rights to the money in the joint account(s) ³	<input type="checkbox"/>					✓	✓
Bank forms that you may need to complete							
A filled-in 'Payment authorisation form for funeral director expenses' - Form BSU_1.1	<input type="checkbox"/>			✓			
A filled in 'Form you use to release money from the account of a deceased person to pay for expenses related to their funeral' - Form BSU_2.1	<input type="checkbox"/>				✓		
A filled in 'Form you use to release money from the account of a deceased person where net value of the money held in Bank of Ireland at date of death is up to €35,000 - Form BSU_3.1	<input type="checkbox"/>					✓	
A filled-in 'Payment authorisation form for executors/administrators' - Form BSU_4.1	<input type="checkbox"/>						✓
Sole Trader Account(s)							
If the deceased held a sole trader account and the business is to continue to trade, you will need to speak with a member of our team on 1800 800656 to discuss the options.							
¹ If a beneficiary resides outside the Republic of Ireland and is to receive money or assets worth more than €20,000 you should (and under tax law sometimes must) appoint a solicitor to take out a Grant of Probate/Administration.							
² Under tax law you need a form IT8 if the deceased had on date of death over €50,000 in a savings/deposit account or accounts that were owned jointly with another person (or people). An IT8 is not needed for accounts in the joint name of the deceased and their spouse or civil partner.							
³ Where some or all of the money in a joint account belongs to the deceased's estate (e.g. it did not pass on his or her death to the surviving account holder) we will require an unconditional acknowledgment from any surviving account holder that they have no right over the money in the joint account, or the share of it, that is owned by the estate of the deceased.							

Please see our bereavement website for how to get a certified copy document.