

# UNCLAIMED MONEYS CLAIM FORM

Our privacy policy is available at [stgeorge.com.au](http://stgeorge.com.au) or by calling 13 33 30 and covers how we handle your personal information.

## IMPORTANT: PLEASE READ ALL OF THESE POINTS BEFORE COMPLETING THE CLAIM FORM

- **The Claims process can take up to 3 months once all required documents are received.**
- **All documents are to be scanned and emailed with Subject: "Unclaimed Moneys Claim" to [CUSTADMIN@stgeorge.com.au](mailto:CUSTADMIN@stgeorge.com.au)**
- One claim form should be completed for each amount sent to ASIC as Unclaimed Moneys.
- Branch staff member/relationship manager to complete sections 1-3, Branch checklist and Manager's certification while the account owner is present at the branch. Relationship managers are not required to branch stamp this document once account owner identity and proof of account ownership have been verified.
- Account owners to complete sections 4-6.
- The account owner should complete this form and provide two types of identification documents (one being a photo ID e.g. driver's licence or passport and the other showing the account owner(s) signature e.g. credit or debit card).
- If the account owner is unable to visit a branch or is overseas, the account owner and authorised certifier should also complete the Certified Identification Form (CIF-Form No. PC2026 or for businesses, WBCP\_C2048) and provide copies of all documents which have been certified by an authorised Certifier.
- The account owner should provide proof of account ownership by scanning the original document relating to the account transferred as unclaimed (e.g. passbook, bank statement, encoded cheque or deposit form etc).
- If an account has two or more owners, at least two of the account owners must be present when completing the form and each account owner must provide two forms of Identification as detailed above.
- If the account owner is a business or a company, the following documents are required:
  - Certificate of Registration
  - Business extract to verify the business owners (this can be obtained through Equifax) or
  - Minutes of the meeting showing the names of the officers/directors
- This form should be completed for Deceased Estates.  
Executors are also required to provide these additional documents:
  - Will/Probate
  - Death Certificate
  - 2 types of Identification for each Executor
  - Certified ID Copy Certificate for each executor or next of kin (Form No. PC2026)

## STAFF MEMBER TO COMPLETE

### 1. Verify unclaimed money

- Using the Account owner(s) full name(s), check on [ASIC's Moneysmart website \(https://moneysmart.gov.au/find-unclaimed-money\)](https://moneysmart.gov.au/find-unclaimed-money) that the account owner(s) has/have unclaimed money.
- Note the Original Transaction Number (OTN) relating to the claim as listed on ASIC's website in section 4. below.

## 2. Verify account

- Scan the original document relating to the account transferred as unclaimed (e.g passbook, bank statement, encoded cheque or deposit form etc).

## 3. Verify account owner

- Scan two forms of identification - one to be a photo ID (e.g. driver's licence or passport) and the other showing the account owner's signature (e.g. credit or debit card). If the account owner is a business or company, scan the Certificate of Registration and the Business extract or Minutes of the meeting showing the names of the officers/directors.

**OR**

- Signatures have been verified to branch staff/relationship manager or the account owner is known to the branch/relationship manager and the manager verifies that the account owner is the rightful owner of the account below.

## ACCOUNT OWNER TO COMPLETE

### 4. Account information

BSB	Account number	Amount
<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>

OTN Reference as listed on ASIC's Moneysmart website

Full name of account

Account owner's current residential/business address

Account owner's residential/business address when account was opened (if different)

Account owner's mobile number

Account owner's landline number

**Credit Card** (if applicable)

Card number (16 digits)

Cardholder name

Amount

## 5. Refund details

Select one method only

**Pay to an existing St.George or other bank account**

BSB

Account number

Account name

**OR**

**Branch suspense account**

Branch

BSB

Account number

**OR**

**Overseas account**

Account name

Country

ABA Swift (if no Swift Code provided, enter the BIC number)

Bank name

TT Account number (if no account number provided, enter the IBAN number)

Currency required

Bank address

**OR**

**Bank cheque**

## 6. Declaration

I/We declare that:

- I/We had an account with the Bank which I/we believe has been transferred to Unclaimed Moneys.
- The account details were as set out above.
- I/We are the true owner(s) of the moneys in that account and am/are entitled to claim the moneys that were available in the account immediately prior to the value being transferred and the account being closed by the Bank.

**Note:** It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to give false or misleading information or documents.

**Account owner, authorised signatory or Executor to sign**

Date

**Account owner, authorised signatory or Executor to sign**

Date

**BANK USE ONLY - Complete while Account owner(s)/Authorised signatory/Executor is present**

**Checklist**

- Sections 1-6 have been completed in full  Yes  No
- Documents required under Sections 2 and 3 are scanned to be emailed  Yes  No
- Account owner/Authorised signatory/Executor has been advised that refunds from Federal Treasury/ASIC take approximately 3 months  Yes  No

**Manager's Certification**

I have verified the account owner(s) signature(s) and confirm that the account owner(s) is/are the true owner(s) of the account.

Employee no.

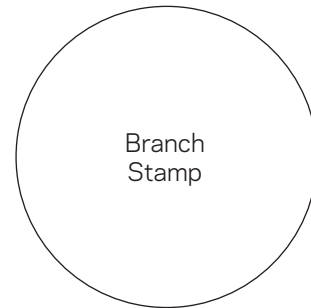
Contact name

Manager's signature

Completing branch name

BSB or Branch number

Contact telephone no.



**Scan this form and all other documents and email with Subject: "Unclaimed Moneys Claim" to: [CUSTADMIN@stgeorge.com.au](mailto:CUSTADMIN@stgeorge.com.au)**