



# The Victorian Will Bank

## - secure storage for your will

### FREE OF CHARGE for Victorians\*

An estimated 1.1 million Victorians store their wills at home where they can be misplaced, stolen, lost or damaged through house fires, floods or storms. If you have a will it is important to take the next step and make sure it is stored securely.

You should keep your will in a secure place and let your family and intended executor(s) know where your will can be found. State Trustees has a low-cost and convenient will-storage service to provide peace of mind and ease of access for those left behind.

You can join over 80,000 other Victorians who have their will stored with State Trustees, the experts who have been helping Victorians with wills for more than 75 years.

#### How do I deposit my will?

**Step 1** – Complete and sign the Victorian Will Bank deposit form contained in this kit. You should also obtain a certified copy of your original will and keep the copy in a safe place, at least until you receive your welcome letter from State Trustees.

**Step 2** – Send your original will and the completed deposit form to The Victorian Will Bank  
Reply paid 1461 Melbourne VIC 8060

**Step 3** – A welcome letter will be sent to you regarding the storage and retrieval details. Your will is then safely and securely stored in The Victorian Will Bank.

#### The will storage service is FREE OF CHARGE for Victorians.\*

#### How can I access my will after I have stored it?

If you need to access your will, call State Trustees to retrieve it from storage. Please allow 3 business days for delivery to one of our offices.

Be sure to let your executor know where your will is stored. When you die, your executor can contact State Trustees to retrieve the will.

\*No charge will apply in relation to the initial lodgement made, or to the first retrieval of the will lodged with this form. The Victorian Will Bank offer is available to customers whose principal place of residence is the State of Victoria. This offer may be subject to change or withdrawal: check the Guide to Fees and Charges at [www.statetrustees.com.au](http://www.statetrustees.com.au) to confirm the offer remains current.

# The Victorian Will Bank Will Deposit Form



State Trustees' Victorian Will Bank provides a safe and secure storage solution for your will.

The will storage service is **FREE OF CHARGE** for Victorians.\*

To deposit a will for safekeeping in The Victorian Will Bank, please fill out a deposit form for each person lodging a will and send the form and your original will to:

**The Victorian Will Bank**  
**Reply paid 1461**  
**Melbourne VIC 8060**

## Your details

Title: Mr  Miss  Ms  Mrs  Other

Surname:

Given names:

Address:

Suburb:

State:

Postcode:

Date of birth:

Mobile:

Home telephone:

Work telephone:

Email address:

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# Deposit declaration for will document

## By signing this document:

### 1. I acknowledge that:

- I have obtained at least one certified copy of my original will, and I will retain a certified copy in a safe place at least until I have received a written acknowledgment from State Trustees that State Trustees has received my original will.
- State Trustees bears no responsibility for, or liability for consequences of, any loss or damage to my original will that occurs in the course of my original will being transmitted to State Trustees in the post.
- By accepting my will for storage State Trustees does not check or express any opinion as to the wording, operation or validity.
- It is my responsibility to keep my will and the contact details I provide to State Trustees up to date if my circumstances change.
- If State Trustees is named as executor of my will it has the right (subject to any requirement under law) to decline.
- I am depositing my original will, which has been dated, signed and witnessed correctly.
- Whilst State Trustees will endeavour to take reasonable steps in each case, in the event that State Trustees is notified of my death, or other circumstance (as the case may be), I release it from liability for loss by any person arising from its failure to notify, in a timely way or at all, the person(s), or the appropriate person(s), appointed to act under my will (as the case requires) of such circumstances.
- Where I give to State Trustees in, or in conjunction with, this form, personal information of any other individual, I have made or will make the individual aware of State Trustees' Privacy Policy available at [www.statetrustees.com.au/privacy-and-security](http://www.statetrustees.com.au/privacy-and-security).
- My principal place of residence is in the State of Victoria, and I am therefore entitled on this occasion to lodge my will with the Victorian Will Bank free of charge, and to subsequently retrieve it, or have it retrieved, once, free of charge.

### 2. I consent to State Trustees:

- Scanning and keeping an electronic copy of the document(s), so that a copy can be recovered in the unlikely event of a loss.
- Using the personal information I provide in data matching so that my personal situation can be confirmed and, where appropriate, the executor contacted or confirmed.
- Releasing the original documents as follows and (subject to any requirements under law) only as follows:
  - a) To me, or to a person authorised in writing by me to collect the document(s);
  - b) To a person or persons who provide to State Trustees evidence that satisfies State Trustees that he/she/they or it are entitled to commence to act as
    - i. Executor or co-executor; or
    - ii. Applicant for a grant of 'letters of administration with the will annexed'.

Do you wish to receive correspondence regarding your will or changes to legislation that may affect your will?

Yes  No

**Your signature:**

**Date:**