

# Credit Card Authorisation Form Probate Office – Small Estate Application

Credit card authorisation form to use the small estates optional service



Please complete all sections of this form (except the 'office use only' section), and send to [smallestates@supcourt.vic.gov.au](mailto:smallestates@supcourt.vic.gov.au) or post to Registrar of Probates, PO Box 13331, Law Courts VIC 8010.

## CARDHOLDER INFORMATION

Cardholder Name:

Billing Address:

This must be the billing address linked to the credit card

Contact Number:

This number will be called to obtain the credit card details and must be contactable during business hours. Mobile phone numbers are preferred.

## FEE INFORMATION

Amount to be charged:

TOTAL: \$323.00

The above total includes the advertising fee (\$38.00) and the small estate preparation fee (\$285.00).

Deceased's name:

## PAYMENT AUTHORISATION

I \_\_\_\_\_ understand that the Supreme Court of Victoria will contact me via telephone to process payment for the amount specified above, and that the fee will be charged to my credit card.

I hereby authorise the Supreme Court of Victoria to charge the amount of \$323.00 to my credit card using a manual EFTPOS process once the details have been provided.

I confirm that I am an authorised signatory to the identified credit card and have authority to authorise this payment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

Processing Officer:

Date/Time:

Receipt Number:

All information in this document will remain confidential.