

Form for manual payouts



Estate of the deceased

Please read the following carefully before filling out the form

Notary

A notary must notarize the trustee's signature or, alternatively, two witnesses must witness the signing, for the form to be valid. This means, that the form must be signed in front of a notary or two witnesses.

Witness

It is required for witnesses to provide the following information when signing the form or a Power of Attorney; 1) *Date*, 2) *full name in capital letters*, 3) *address*, 4) *identification no. or Danish CPR no.* and 5) *signature*.

Who can be a witness?

There are no legal requirements as to who can sign as a witness but to ensure that the witness cannot be disputed, the following must be met:

1. The witness must be at least 18 years old.
2. The witness cannot have a personal or financial interest in the document that is being signed.
 - a. It is recommended that family members do not sign as a witness.
3. The witness must understand what it means to be a witness and what it entails.

What does a witness do?

The witness must ensure that the document is signed in coherence to the terms it states. This includes these three specific tasks:

1. Ensuring the trustee's identity by checking their valid identification.
2. Ensuring that the document is signed on the date that is stated on the document.
3. Ensuring that the trustee is in reasonable condition to sign the document.

Documentation required

1. Form for manual payouts for estate of the deceased.
 - a. The form must contain one of the following ways of notarization:
 - i. Notarized signature by a notary or lawyer or the signature of two witnesses.
 - b. Please ensure that the information on the form is written in legible writing, preferably in capital letters.
2. A copy of the trustee's official identification papers.
3. A probate certificate from the homeland of the deceased or from the Danish probate court (Skifteretsattest).

If more than one heir:

4. A notarized Power of Attorney from the other heirs.
 - a. The Power of Attorney must contain one of the following ways of notarization:
 - i. Notarized signature by a notary or lawyer.
 - ii. The signature of two witnesses.
 - b. The Power of Attorney must contain the bank account information to which the payment must be deposited to.
5. A copy of the heirs' official identification papers.

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Reserved for Notary or attorney

Full name:	Date:
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Stamp

ALTERNATIVELY, signature of two witnesses¹

I hereby certify, that the signature and date is true and that the signee is in reasonable condition to sign

Date:	Date:
Full name in capital letters:	Full name in capital letters:
Address:	Address:
Identification no. ² or Danish CPR no.:	Identification no. ² or Danish CPR no.:
Witness' signature:	Witness' signature:

Trustee's signature

Date:	Trustee's signature:
Full name in capital letters:	
E-mail for contact:	

The form is valid from May 1st 2025

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1. Please note, that the witnesses must be present when the trustee is signing the form. Therefore, the witnesses must also sign on the same day as the trustee.
2. Only applies for foreign citizens without a Danish CPR no.: e.g. Passport no., driver's license number or ID-number from your home country.

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Deceased's personal information

Full name:	Danish CPR no.:
Address:	Postcode (ZIP):
City:	Country:

Trustee's bank account information

IBAN no. ³ :	SWIFT:
Account no.: <i>*only if IBAN is not used</i>	Bank account: <i>*only if IBAN is not used</i>
Bank name:	Bank address:
City:	Postcode (ZIP):
Currency of the bank account:	Country:

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The Agency for Digital Government
Att: NemKonto Support
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