

Nordea

# Estate's banking at Nordea



# Estate's banking before the estate inventory

We want to be there for those who have lost their loved one and help them in their banking. We have created this brochure to make dealing with the financial matters of the estate as easy as possible for you.

For further advice, you can call Nordea Customer Service, tel. 0200 70 000 (local rates apply). We have a team of specialist advisers on hand to talk you through each step.

## Notice of death to the bank

Nordea receives notices of death from the Digital and Population Data Services Agency DVV. The notices often arrive to us with a delay, so we recommend that you inform us of a bereavement as soon as possible to enable us to take the new situation into account in our services.

## Estate's expense account

An expense account is a new account to be opened for an estate for paying bills. A maximum of 10,000 euros or a smaller amount that is estimated to cover any upcoming bills may be transferred to the expense account from the estate's other accounts with Nordea. The opening of an expense account requires the consent of all parties to the estate known before the estate inventory. They are required to provide a power of attorney for opening an expense account and adding the account to the authorised person's Nordea Netbank service. Upon the opening of an account, Nordea identifies the parties to the estate on the basis of the documents available before the estate inventory, such as a report on the deceased person's family relationships from the Digital and Population Data Services Agency DVV and will, if any. Instructions and a power-of-attorney template and attachment for opening an expense account are available at [nordea.fi/laheisen-kuolema](https://nordea.fi/laheisen-kuolema). Please contact Nordea Customer Service, tel. 0200 70 000 (local rates apply), if you want to have more information.

## Paying an estate's bills

The payment service and direct payment agreements the deceased had made will remain in force, but all e-invoices will be terminated. You can contact Nordea Customer Service to inquire whether the estate has any valid payment service or direct payment agreements and ask for their termination. The estate's first bills are usually related to the deceased's burial and memorial service. The estate is responsible for paying the deceased's bills incurred while the person was still alive, such as medical treatment costs and the charge for common expenses. Any bills addressed to the estate or the deceased can be paid from the estate's account in Nordea. The bills can be paid by one representative of the estate alone, such as the widow(er), heir or other close relative taking care of the estate's affairs. The bills can be easily paid by calling Nordea Customer Service or from the estate's expense account linked to the Nordea Netbank service of the authorised person. It is not necessary to visit a Nordea branch.

## Validity of the services for estates

As a rule, a deceased customer's agreements and services at Nordea remain in force but the control over them is assigned to the parties to the estate. Of the deceased person's services, the following cease to be valid: authorisations concerning accounts and other services given by the customer while alive, access rights to the accounts and the linked means of using the accounts, such as the Netbank service and payment cards. This is because the decision-making power over the use of the accounts and other measures related to the estate's property has been assigned to the parties to the estate jointly. The parties can easily agree on the arrangement of the estate's services by means of Nordea's power-of-attorney template.

## Information on the services for estates

Once we have been informed of a customer's death, we will send a balance statement on the customer's services at Nordea to the customer's latest known home address for the estate inventory. Additional information on the estate's property, such as a list of the contents of the deceased's safety deposit box, is usually needed for the estate inventory. One party to the estate alone may obtain all the information required by the estate inventory from the date of death and the subsequent period. Nordea may not disclose any information on the customer's banking history until after the estate inventory has been made, with the consent of all the parties to the estate.

## Listing the contents of a safety deposit box

If an estate has a safety deposit box, its contents must be listed before the estate inventory deed is made. This may be handled by one party to the estate alone or a person with a power of attorney from all parties to the estate. A representative of the bank will make a list of all the contents of the safety deposit box. Copies of the documents can be made for the estate inventory, if needed. The safety deposit box may not be cleared out before the estate inventory.

## Widow(er)'s personal banking

The widow(er)'s customer relationship with Nordea continues normally after the spouse's death. The widow(er) manages the bank accounts and other assets independently, and the right to withdraw funds together with the estate from a common 'either-to-sign' account remains with the widow(er). The widow(er)'s assets and debts must also be included in the estate inventory. For this, they can order a balance statement on the accounts, loans and other services at Nordea.

# Estate's banking matters after the estate inventory has been made

## Identifying the parties/distributees to the estate

Nordea is liable to carefully establish who the parties to the deceased customer's estate are. We identify the parties from the deceased person's estate inventory and other documents on the estate's state of affairs. The duration of the investigation depends on the case at hand. We can ask for an additional clarification if it on the basis of the documents submitted remains unclear who the parties are. We will notify the contact person to the estate when the investigation is completed.

## Submitting the estate's documents

The estate inventory deed can be easily submitted to Nordea via the Omaposti service or by letter. Thus the submission of the documents does not require a visit to a Nordea branch.

Omaposti service on Nordea's website:

<https://www.nordea.fi/omaposti>

Postal address for sending the estate's documents:

Nordea Bank Abp  
Operations Finland/Estates  
5001230-2101  
FI-00006 REPLY MAIL

Other documents that need to be provided vary case by case. For further information, please see the table. If you have any questions about which documents you need to provide, please contact Nordea Customer Service, tel 0200 70 000.

## Most common documents identifying the parties to the estate

Please provide us copies of all the below-mentioned documents.

### Estate inventory deed

The deceased person's estate inventory deed must be submitted in full. It is recommended that the information on the parties to the estate included in the estate inventory deed is confirmed by the Digital and Population Data Services Agency DVV, as in this case no other below-mentioned documents for identification of the parties need to be appended in addition to the estate inventory deed.

### Report on the deceased person's family relationships

The report on the deceased person's family relationships obtained from the Digital and Population Data Services Agency DVV must cover the period starting when the person was 15 years of age until the date of death. A corresponding report must also be submitted of an heir who has died before the person to be inherited.

### Will

The legal validity of the will is ensured on the basis of the certificates of service and notices of acceptance signed by the statutory heirs. If an heir has not announced to waive the right to contest the will, the finality of the will is ascertained from the certificate of finality issued by a district court. In the case of a direct heir, a statement must be provided on whether they claim their lawful share.

### Marriage settlement agreement

A marriage settlement agreement or its appendix must include a mention of its registration (by Digital and Population Data Services Agency DVV).

### Estate inventory deed of the deceased spouse

The estate inventory deed with appendices of the spouse deceased earlier must also be provided. If a partition has been made between the estate of the spouse deceased earlier and the widow(er), the deed of partition must also be submitted.

### Notification of renouncing succession rights

The heirs who have announced to renounce their inheritance must submit a comprehensive report on family relationships obtained from the Digital and Population Data Services Agency DVV since the age of 15 until the renouncing date in order to establish the substitutes.

### Permission from a guardianship authority

If a party to the estate is a minor or an adult for whom a guardian has been assigned, the distribution of the estate's assets to the parties requires permission from the guardianship authority (Digital and Population Data Services Agency DVV) for the partition or distribution of the estate. Further information can be obtained from the DVV.

### Other documents, if any

The list is not exhaustive, but the establishment of the parties or their lawful representatives may, case by case, also require an additional report, such as a deed of partition drawn up after a divorce, an estate inventory deed on a party deceased after the person to be inherited or a decision on the appointment of a substitute for the guardian.



## Power of attorney for the estate's banking

After the estate inventory, it is easiest to do the estate's banking with powers of attorney provided by the parties to the estate. The authorised person may start to do the estate's banking at Nordea after the investigation of the parties has been completed and a specified power of attorney has been obtained from all the parties to the estate. Measures requiring authorisation from all the parties include distribution of the estate's monetary assets to the parties, linking of its accounts to a party's Netbank service, selling of book entries or fund units, emptying of the deceased's safety deposit box, obtaining of a housing share deed kept on a security account, payment of a party's inheritance tax or other personal debt from the estate's account and termination of other services.

## Distribution of estate at Nordea

It is recommended that the distribution of estate is always agreed on in writing. Authorisations for implementing the estate distribution and termination of services can also be given in an estate distribution agreement. It is not necessary to present the agreement to Nordea if the estate distribution only concerns the estate's monetary assets, as the parties' specified powers of attorney suffice to this end. Conversely, when distributing the estate's book entries or fund units, a lawful estate distribution agreement on the property to be distributed must always be submitted to Nordea. The agreement must specify the type and number of the book entries or fund units to be assigned to the parties. The banking of the estate at Nordea is terminated after all the assets have been distributed and the services have been terminated.

## Disputes related to the estate

Sometimes all the parties to the estate are not able to agree on the distribution of the estate or on attendance to the estate's other banking matters, such as the establishment of the transactions made while the deceased was still alive. In such a case, a party's means of legal protection is to apply for an estate administrator, and an estate executor, if necessary, from a district court. The estate administrator takes possession of the estate's property and independently finalises all the estate's banking matters. The estate executor's task is to execute the distribution of the estate. The person acting as the estate administrator and executor may deal with the estate's banking via Omaposti using their personal or their company's online banking codes.

## List of estate-related concepts

The vocabulary related to attending to an estate's affairs may sometimes seem unfamiliar. We compiled a list of the key concepts and rules related to inheritance matters.

### Estate

'Estate' refers to the deceased person's property and debts as a whole. The persons substituting the deceased may also be collectively called an 'estate' or sometimes the 'heirs'. The parties to the estate represent together the estate and control its assets. This is called the estate's 'joint administration'. The execution of an estate starts right after a person's death. The key execution measures are the estate inventory, payment of debts, cashing-in of the property and concentration of the funds for the estate inventory. The estate is terminated after all the property belonging to it has been lawfully distributed. An estate may also be left partly or fully undistributed.

### Party to a death estate

Parties to a death estate are the lawful heirs, the widow(er) until the execution of the partition and the recipient of a general will. The main rule to be followed consists of all the parties' collaboration in person or with a specified power of attorney. Even one party alone may

perform urgent measures without the other parties' consent. The parties to a death estate do not include the widow(er), if the spouses have an exclusive prenuptial agreement, the cohabiting partner, a legatee or the estate's creditor.

### Estate inventory deed

The deceased's estate inventory deed is the estate's basic document, which is drafted during the estate inventory. The estate inventory deed states, among others, the parties to the estate and the value of the deceased's and the widow(er)'s property and debts at the time of death. Documents specifying the status of the estate, such as the deceased's report on family relationships from the Digital and Population Data Services Agency DVV, will and pre-/postnuptial agreement, are appended to the estate inventory deed. The estate inventory must be conducted within three months from the death. An extension to the three-month period may be applied for from the tax authority. Upon application, the Digital and Population Data Services Agency DVV can confirm that

all the parties are marked on the estate inventory deed as required by the law. The deceased person's estate inventory deed must always be submitted to Nordea in full (all pages).

### Will

A person to be inherited by means of a will may determine who obtains the subsequent title to the estate's property, either to the entire property or to a proportionate distributive share (general will), decide on the recipient of specified property, such as a share in a housing company (special will, 'legacy') or assign the right to control over the estate's property and to obtain its returns ('usufruct will'). The will does not limit a direct heir's right to the lawful share. The will becomes non-appealable, i.e. final, after all the heirs have been informed of the will and have accepted it, or when the right to contest the will has otherwise finally expired.

### Partition

If a marriage ends in the other spouse's death, the matrimonial property must be partitioned before the distribution of the estate. The parties are the widow(er) and the heirs or beneficiaries of the predeceased spouse. In the partition, it is stated which property belongs to the widow(er) and which property to the estate and it is decided whether the parties are obliged to adjust the property of either side. As an exception, the widow(er) is not liable to adjust the property in favour of the heirs of the predeceased spouse, even if he or she was the wealthier party. The formal requirements for a partition are the same as in the case of an estate inventory. A partition agreement and an estate inventory agreement are often concluded in the same connection.

### Distribution of estate

In the distribution of estate, the parties agree what property each party receives from the estate's net property which is left after the debts, adjustment, if any, and legacies have been paid from the estate. The estate distribution deed must be made in writing and it must include the place and date and the signatures of the parties and two competent witnesses. The parties often undertake to not to contest the estate distribution agreement in which case it becomes non-appealable at once. If there is only one heir, an estate inventory deed replaces the estate distribution deed.

### Guardianship

If a party to the estate is a minor or an adult for whom a guardian has been assigned, certain measures implemented in the estate's name require permission from the guardianship authority (Digital and Population Data Services Agency DVV). For instance, a guardian needs permission for concluding an agreement on behalf of the client on the partition or distribution of the estate as well

as for selling property or a share in a housing company owned by the estate. The criterion for the permission is compliance with the client's interest. Furthermore, if the counterparties to a partition or distribution of estate are both the client and his or her guardian, the estate distribution may require that a substitute for the guardian is appointed for the client. DVV provides further information on measures subject to permission and a guardian's substitute needed in a conflict of interests.

### Estate administrator and executor

In a conflict of interests, a district court may, upon application, assign an administrator for the estate for implementing all the measures preparing for the estate inventory and surrender the distributive portions to the parties after the estate distribution has become legally valid. As a rule, an executor of a lawful will has the same powers as the administrator. Moreover, a district court may, upon application, assign an executor for executing the partition or distribution of the estate. If the parties cannot reach an understanding, the executor decides on the distribution of the estate. In general, the same attorney is assigned as both the administrator and the executor.

### Debts

Credit agreements and other obligations continue to be valid after the death of the debtor. The estate's assets are used to pay any debts created during the debtor's lifetime and after the death which must be repaid in full before the estate inventory. First, debts related to the burial, memorial service and estate inventory are paid from the estate's assets. After this, any other debts are repaid. In the case of an excessively indebted estate, the funds will not suffice for all debt payments. Then some of the debts may remain as the creditors' capital loss. A party to the estate has a personal liability for the estate's debts in exceptional cases only, as in the case of neglecting the estate inventory obligation.

### Taxation

Inheritors or beneficiaries are liable to pay inheritance tax. The estate inventory deed with appendices must be submitted to the tax authority for inheritance taxation within one month from the execution of the estate inventory. Inheritance tax is levied according to the computational share of inheritance stated in the estate inventory deed, and the property received in the final estate distribution has no effect on it. An estate may also be liable to pay tax on income received or may be entitled to receive tax refunds. The Finnish Tax Administration provides further instructions on the taxation of heirs and estates.