



Request access to MYOB software for a deceased estate

If you are managing the estate of a deceased business owner and need access to their MYOB account or software, follow these steps:

1. Gather supporting documentation
2. Fill out this access request form
3. Email the form and documents to customer_service@myob.com

SECTION 1: SUPPORTING DOCUMENTATION

Include a certified copy of:

- death certificate
- the grant of probate; or
- letters of administration.

SECTION 2: CUSTOMER DETAILS

Product name: _____ MYOB Customer ID: _____

Name of deceased sole trader: _____ ABN /NZBN: _____

Street address: _____

Postal address: _____

Business phone number: _____ Mobile number: _____

Email address: _____

Date of death: _____

SECTION 3: DETAILS OF EXECUTOR OR ADMINISTRATOR

Name: _____

Street address: _____

Postal address: _____

Business phone number: _____ Mobile number: _____

Email address: _____

SECTION 4: ACKNOWLEDGEMENT

By signing the below:

- You are authorised to act as the executor or administrator of the deceased estate.
- The information provided in this form is true and correct.
- You understand that MYOB may take reasonable steps to verify your authority before granting access to any data.

Signed by authorised representative
Signature:
Name:
Position:
Date: