



# 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. Submit a [support request](#) in **My Account** (myaccount.myob.com). You'll receive an email confirming a case has been created.
4. Reply to your case email and attach this form and any supporting documentation.

## 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: