

FACT SHEET 10

When someone dies there are a number of tasks to carry out, decisions to be made and people and organisations to notify... all at a very difficult time. This checklist will help you decide where to start and what to do ...

Before Death... Record information/details/originals or copies

- Birth Certificate, Marriage Certificate
- Will/Enduring Power of Attorney/Advanced Health Directive
- Financial Institutions' details - Account details
- Tax File number
- Centrelink/Medicare/Department Veteran's Affairs (DVA) details
- Personal wishes - Organ donation/Burial or Cremation/Funeral instructions - is there a pre paid funeral plan?
- Employer details, including superannuation
- Key friends and relatives - address, telephone numbers, email
- Solicitor and Accountant details

At Death... Call

- Doctor/Ambulance/Police (if circumstances require it)
- Funeral company
- Relatives and friends
- Employer

As soon as possible... Contact, discuss and arrange

- Landlord if the property is rented
- Home help agency if services were provided e.g Meals on Wheels
- Post Office to re-direct mail
- Mortgage provider
- Electricity, gas and phone companies
- TV/internet and other companies
- Bank and other financial institutions if there are loans, rental or hire purchase agreements and credit cards
- Solicitor and accountant (Will/Tax/Financial affairs)
- Store cards
- Insurance companies - contents, life, car, travel, medical, rental
- Superannuation fund/Pension provider
- Local Council - Rates, Water
- Home deliveries and services - newspapers/cleaners/gardeners
- Mobility equipment providers - Home aids, safety equipment
- Government Departments - Centrelink, DVA, Electoral Office
Department of Transport (Driver's Licence), Ambulance/Medicare



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This Fact Sheet is written and produced by Doris Zagdanski.

Doris is an Australian author, educator and speaker on the subject of grief. All her books are available for purchase at: www.allaboutgrief.com

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