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

For more information visit: www.allaboutgrief.com