

# Who to Notify?

When a loved one passes away, it is important to notify key individuals and organisations.

Use this checklist to ensure no one is overlooked:



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- ☐ Centrelink and/or Veteran's Affairs
- ☐ Banks and other financial institutions
- ☐ Employers
- ☐ Solicitors
- ☐ Landlord
- ☐ Executor of the will
- ☐ Clubs and organisations
- ☐ Hire purchase companies
- ☐ Australian Taxation Office
- ☐ Insurers (life insurance, superannuation, etc.)
- ☐ Medicare
- ☐ Electoral Office
- ☐ Local authorities and councils
- ☐ Motor vehicle registry
- ☐ Health funds
- ☐ Post Office
- ☐ Public trustee
- ☐ Doctor
- ☐ Dentist
- ☐ Public services such as Library
- ☐ Allied health professionals (chiropractor, physiotherapist, etc.)
- ☐ Homecare nursing services

# Important Documents



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- ☐ Will
- ☐ Birth certificate
- ☐ Marriage certificate (if applicable)
- ☐ Insurance policies (home, contents, car, etc.)
- ☐ Property deeds and mortgage documents
- ☐ Lease (setting out legal entitlements on a rented property)
- ☐ Life insurance and superannuation policies
- ☐ Home loan details (latest statement containing finances on property)
- ☐ Bank account/savings account details
- ☐ Any documents on pre-paid funeral arrangements or burial plots
- ☐ Taxation records (containing details of income and assets)
- ☐ Telephone companies and subscription-based services



# Death Notification



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To whom it may concern,

I wish to notify you of the death of:

Mr / Mrs / Ms: \_\_\_\_\_

\_\_\_\_\_

Born on: \_\_\_\_\_

Of: \_\_\_\_\_

Street name and no: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Passed away on: \_\_\_\_\_

I understand the above named may have had dealings with you or your organisation. The reference / membership / client number for your organisation was: \_\_\_\_\_

Please amend your records accordingly. If you require further information, please feel free to contact me as per the details below.

Name: \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_