

PLANNING AHEAD – A CHECKLIST FOR NOTIFICATION

Complete the details in the second column of this checklist and keep it in a safe place, ensuring that your family or friends know of its whereabouts. It will make the task of notifying important people, businesses and organisations of your death much easier for your relatives or friends.

My important documents are kept together in the following location:

Organisation or Business	Contact Person, Telephone Number & Relevant ID or Member Number	Notified of Death (Tick box)
Doctor		
Minister of Religion		
Preferred Funeral Director Pre-paid funeral - Yes/No Funeral Bond - Yes/No Funeral Insurance - Yes/No		
Dept. of Veterans' Affairs		
Defence Service Homes		
Centrelink		
Ex-service organisation(s)		
Banks etc.		
Solicitor		
Accountant		
Executor of Will		
Vehicle Registration & Licence		

PLANNING AHEAD – A Checklist for Notification *continued*

Organisation or Business	Contact Person, Telephone Number & Relevant ID or Member Number	Notified of Death (Tick box)
Local Electricity Authority		
Gas Supply Company		
Local Council (Rates)		
Telephone Company		
Taxation Office		
Electoral Office		
Medicare		
Health Benefits Fund		
Professional Bodies		
Clubs		
Superannuation Fund		
Allied Health Professionals (Physiotherapist, Dentist, Podiatrist, etc)		
Insurance Companies: Personal and Property		
Department Store Accounts Credit Card Accounts		
Public Services (library etc)		
Other		