

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. This will make the task of notifying important people, businesses and organisations of your death much easier for your relatives or friends.

My most important documents are kept in the following locations.
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Organisation or Business	Contact person, Telephone numbers and relevant ID or member numbers.	Date and how notified
Doctor		
Minister of Religion		
Funeral Director	Pre paid funeral Y/N Funeral Bond Y/N Funeral insurance Y/N	
Dept of Veteran Affairs		
Defence Service Home		
Centrelink		
Banks		
Solicitor		
Accountant		
Executor of will		
Australian Tax Office		
Medicare		
Private health insurance		
Superannuation fund		

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Financial planner		
Credit cards (Visa, American Express etc)		
Passport Office		
Ex- Service organisations		
Vehicle registration and licence		
Electricity company		
Gas company		
Telephone company		
Electoral office		
Professional bodies		
Clubs		
Allied health professionals (dentist etc)		
Insurance company (car, house etc)		
Department stores		
Library		
Other		