**Notification of Death Checklist**

The *Notification of Death Checklist* is a listing of people and organizations who you would like notified in the event of your death or for a health condition requiring the initiation of power of attorney. The listing will be of considerable assistance to those left behind to manage your affairs and for notification of funeral arrangements

The *Checklist* provided is a starting point only. We give no assurance that it is complete or entirely suitable for your specific requirements. Some of the suggestions will be relevant, others will not. Please place a line through those which do not apply and add additional, contacts, instructions etc. as required, to address your own needs. Keeping the list up to date will always be a work in progress to meet changing circumstances. Thank you to all who helped to compile this *Checklist*.

**Priority List**Some contacts will need to be amongst the first to be notified as the time between a death and a funeral is usually quite short. The entries in the *Priority List* may wish to attend the funeral, or at least be aware of it, so they will need to be notified first. As an example, the deceased may have included a wish that they have a Church and/or a “RSL Service” as a component of the funeral. These things take time to arrange, people need to make preparations, friends make travel arrangements etc.

For consideration in your priority list:

* **Funeral Director** (see details in the ‘Burial and Funeral Arrangements” notes
* **Family/Relatives** - List details on the next page
* **Friends** - List details on the next page
* **Key Organisations/Clubs** (eg RSL, OEM VVAA, Church etc.) - List on the next page
* **Other priority notifications**. (eg work – employment, volunteer or other duties involving responsibility)

**Assists**

* In many cases it will not be necessary to list all of one’s relatives, friends etc. Often one family member, or one in a group of friends, can relay the information to others. This will significantly reduce the time and strain in the notification process. Make sure you identify those best placed to act as a “messenger” to others. ***As an example:
Bill Jones (cousin) Contact xxxxxx -*** “Ask Bill to let everyone on dad’s side of the family know that I have passed away”.
* Having all you documents, bills, papers, etc neatly filed so they are easily accessible, will also aid the person working through the “Notification of Death Checklist”. It will enable them to easily obtain reference, contact and account numbers in communicating news of your demise to organisations. More on this in the *“Other Considerations”* document.
* It is most important to keep this document up to date. Please also take the time to update your list, as events occur, and also regularly review your list, preferably annually.
* It is also recommended that you go through the completed list with your family to ensure any questions are addressed and that there is no confusion when the time comes.

***Disclaimer****This document is a guide only and you should use your own judgment, when making use of the material available, as to whether it is appropriate to your circumstances. While all due care has been taken to ensure the accuracy of material contained, the OEMVVAA cannot take responsibility for the accuracy, reliability, currency or completeness of any material contained, nor do the references and web links to products or services or other organisations constitute endorsement. We expressly disclaim all and any liability in respect of anything done or omitted to be done by any such person in reliance, whether whole or partial, upon the whole or part of the contents of this document.*

**Priority Notifications**

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| **Name** | **Contact details/Instructions** | **Advised** |
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**Family/Relatives**

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| **Name** | **Contact details/Instructions** | **Advised** |
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**Friends**

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| **Name** | **Contact details/Instructions** | **Advised** |
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**Government Organisations**

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| **Name** | **Contact Detail** | **Advised** |
| Passport |  |  |
| Electorate Office |  |  |
| Department of Veterans Affairs |  |  |
| Land Titles Office |  |  |
| Defence Service Homes |  |  |
| Centrelink |  |  |
| Licence cancellations eg fishing, firearm, wildlife etc |  |  |
| Taxation Department |  |  |
| Seniors Card |  |  |
| Myki |  |  |
| Carers Allowance |  |  |
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**Utility and Related Services**

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| **Name** | **Contact Detail** | **Advised** |
| Council - Rates |  |  |
| Council - Pet Registration |  |  |
| Electricity Authority |  |  |
| Gas Supply |  |  |
| Water Supply |  |  |
| Telephone Service |  |  |
| Internet Provider |  |  |
| Cell phone Provider |  |  |
| Foxtel |  |  |
| Post Office |  |  |
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**Health and Medical**

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| **Name** | **Contact Detail** | **Advised** |
| Medicare Office |  |  |
| Health Insurance |  |  |
| Life Insurance |  |  |
| Local GP |  |  |
| Psychiatrist /Psychologist |  |  |
| Other Health Specialists |  |  |
| Dentist |  |  |
| Optometrist |  |  |
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**Non- Government Organisations**

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| **Name** | **Contact Detail** | **Advised** |
| Bank/ credit card accounts |  |  |
| Superannuation Fund |  |  |
| Accountant |  |  |
| Loan Companies |  |  |
| Direct Debit Donations |  |  |
| Money owed by you (private) |  |  |
| Money owed to you (private) |  |  |
| Solicitor |  |  |
| Store accounts |  |  |
| Donations  |  |  |
| Electronic accounts eg Paypal, ebay, etc |  |  |
| Shares |  |  |
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 **Assets**

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| **Name** | **Contact Detail** | **Advised** |
| Vehicle Registrations |  |  |
| Vehicle Licenses |  |  |
| Comprehensive vehicle insurance |  |  |
| RACV |  |  |
| Housing loan |  |  |
| House insurance |  |  |
| House contents insurance |  |  |
| Commercial storage |  |  |
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**Associations, Clubs and Interests**

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| **Name** | **Contact Detail** | **Advised** |
| Sports Clubs |  |  |
| Social Clubs |  |  |
| Subscriptions |  |  |
| Gym |  |  |
| Library |  |  |
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