

Managing the affairs of someone who has passed away can be daunting.

We have created this checklist as a useful reminder of what needs to be done after a funeral.

We would like your feedback on this trial service. Please complete our short survey or call us and let us know what you think.



[qld.gov.au/  
managingaffairsfeedback](http://qld.gov.au/managingaffairsfeedback)



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## Need some support?

Feelings of loss and grief are common when someone we know passes away.

There is no right or wrong way to grieve and it can take time and support to heal.

The following organisations can help:



**Lifeline**  
[www.lifeline.org.au](http://www.lifeline.org.au)  
**13 11 14**  
24 hours a day, 7 days a week



**beyondblue**  
[www.beyondblue.org.au](http://www.beyondblue.org.au)  
**1300 224 636**  
24 hours a day, 7 days a week



**The Compassionate Friends,  
Queensland**  
[www.compassionatefriendsqld.org.au](http://www.compassionatefriendsqld.org.au)  
**(07) 3254 2585**  
24 hours a day, 7 days a week



**Sands**  
[www.sands.org.au](http://www.sands.org.au)  
**1300 072 637**  
24 hours a day, 7 days a week



**Parentline**  
[www.parentline.com.au](http://www.parentline.com.au)  
**1300 301 300**  
8am–10pm, 7 days a week



## A checklist for *managing affairs after a death*

Use the online service to find all the things you need to do and create a customised checklist to make your task simpler.

 [qld.gov.au/manageaffairsafterdeath](http://qld.gov.au/manageaffairsafterdeath)

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# A checklist for managing affairs after a death

## Start here

- Apply for a death certificate
- Locate and manage the will

## Government support

- Notify Centrelink

## Financial matters

- Finalise income tax returns
- Cancel Australian business registration (ABN)
- Close bank and financial accounts
- Cancel and/or claim insurance
- Claim and/or close superannuation accounts

## Property

- Update land title
- Claim land tax exemption
- Notify local council
- Transfer or cancel livestock brands (or earmarks)
- Transfer or deregister property identification code (PIC)
- Manage water allocation ownership
- Re-direct mail

## Work and professional life

- Notify employer and professional associations

## Transport

- Transfer or cancel vehicle registration
- Cancel a driver licence
- Cancel a disability parking permit

## Utilities

- Update or cancel utilities (water, electricity and gas)
- Update or cancel phone, internet and cable accounts

## Health services

- Notify Medicare
- Cancel health care or concession cards
- Cancel health cards (Department of Veterans' Affairs)

## Social and welfare services

- Notify child support services
- Delete myGov account
- Cancel Seniors Card
- Cancel a Carer Business Discount Card
- Cancel a Companion Card

## Lifestyle and personal

- Cancel or transfer pet registration
- Cancel memberships (clubs and associations)
- Close social media accounts
- Surrender a weapons licence



## Government support for you

- Apply for a bereavement allowance (Centrelink)
- Apply for a bereavement payment (Centrelink)
- Apply for a bereavement payment (Department of Veterans' Affairs)
- Apply for a mortgage relief loan
- Apply for a rental grant
- Apply for a bond loan
- Apply for the National Rental Affordability Scheme (NRAS)

For a full list of support services visit [qld.gov.au/manageaffairsafterdeath](http://qld.gov.au/manageaffairsafterdeath)