

POST-FUNERAL *Checklist*

A step-by-step guide to the information to find, the documents to gather, and the organisations to contact, following the death of a loved one

Introduction

In the midst of your grief, just getting on with life can seem seem impossibly difficult and totally inconsequential.

But it is at this very time that you will be expected to locate a great many documents, collate a host of information, and perhaps, make important financial decisions.

This *Post-Funeral Checklist* will guide you, step-by-step, through the information you will need to find, the documents you should gather, and the organisations you may need to contact.

My aim is to make this confusing process less burdensome by enabling you to collect, at least, some of these items before you find yourself under pressure to do so.

I truly hope you find it helpful in this most difficult time for you.

Joyce

Joyce Mathers

Funeral Celebrant



About The Author



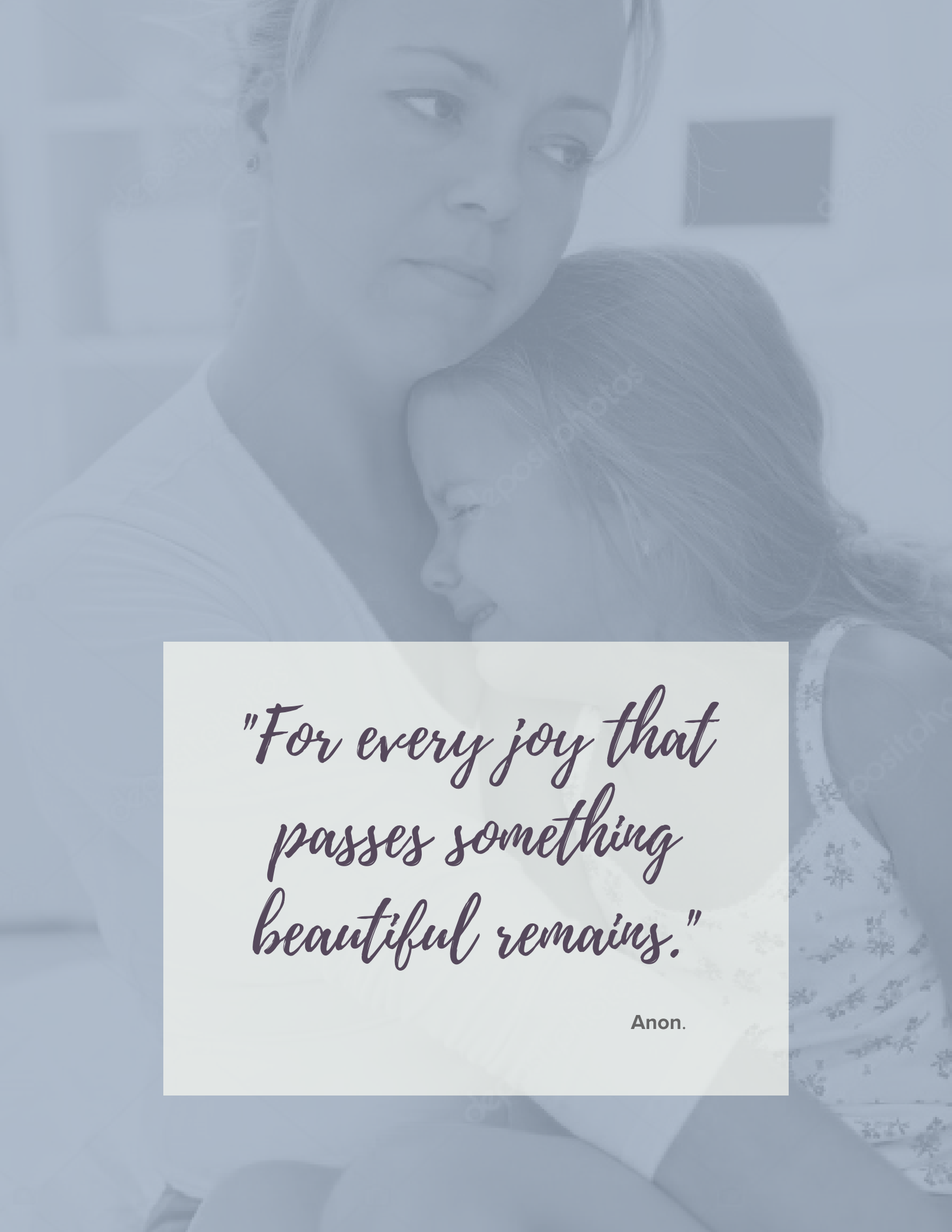
Joyce is one of Perth's most highly rated and best-loved Celebrants.

She is widely regarded, by both peers and clients alike, as a caring and compassionate person and a consummate professional.

Joyce is no stranger to grief. As an experienced Funeral Celebrant Joyce has helped comfort and guide numerous people in their time of loss.

In this guide, Joyce shares some of the wisdom she has gained - both from comforting others and from being comforted herself in times of grief.

Inside, you will find useful resources and proven practices that will help guide and support you as you grieve the loss of your loved one.



*"For every joy that
passes something
beautiful remains."*

Anon.

Post-Funeral Checklist

Within days and months of your loss, you'll need to gather many documents and make financial decisions. This checklist will help make the process less burdensome and confusing.

Taking Care of Yourself

There is much to do after the loss of a loved one. The process can be taxing and difficult to comprehend so it is important that you look after yourself.

(see "[Chapter 2 of How to Cope With Losing a Loved One](#)" for more detailed information)

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- ☐ Allow yourself to grieve at your own pace
 - ☐ Seek support from family and friends
 - ☐ Ensure you get enough rest, eat well & exercise
 - ☐ Avoid making major decisions

Obtaining a Death Certificate

The next step after the funeral is to obtain a death certificate. If there was no funeral, the executor will need to register the death. It can take between 2-5 weeks to receive the death certificate.

To register the death you will need the following documents & information:

Late Partner:

- ☐ Full name, address and occupation (or former occupation if retired)
- ☐ Birth certificate, marriage certificate(s), change of name certificate
- ☐ Date of arrival in Australia (if born overseas)
- ☐ Names and occupations of parents, including mother's maiden name
- ☐ Names and ages of children (including deceased children)

Yourself:

- ☐ Certified 100 points identification (if you are registering the death yourself)

Obtaining a Death Certificate (cont.)

Where to register a death:

If you intend [registering the death yourself](#) to receive the death certificate you should contact:

The W.A. Registry of Births Deaths & Marriages

Address: 141 St Georges Terrace, Perth WA 6000

Phone: 1300 305 021

Website: <https://bdm.justice.wa.gov.au/>

Cost: Approximately \$50

Administering a Will

You, or someone else, will be appointed as the executor of the Will. The executor will need the following documents to administer the Will:

Late Partner:

- ☐ Banking records
- ☐ Credit, charge and store cards
- ☐ Taxation records
- ☐ Superannuation
- ☐ Records of investments

It would be advisable to gather all the above AND following documents in one safe place for easy access:

- ☐ Your late partner's: passport, driver's licence, credit cards, Centrelink card and any other cards in their name
- ☐ Property deeds and titles; if renting, lease agreement
- ☐ Insurance policies (house, car, life, and funeral)
- ☐ Stocks, shares, debentures or other assets
- ☐ Any bills in your late partner's name

It would be advisable to arrange for approximately 10 certified copies of the death certificate, Will, late partner's birth certificate, your marriage certificate and 100 points of ID. They may be required when contacting organisations about your partners death.

Organisations to Contact

The following list of organisations and companies are suggestions on who to contact to cancel or change the details of your late partner's accounts into your (or the executor's) name.

Please take all due care when changing your loved one's accounts.

☐ CENTRELINK

Call: 13 23 00

Why?

You may be eligible for bereavement payments

What you will need:

Certified copy of the death certificate, your late partner's Centrelink account number, and proof of your identification

☐ SUPER & INSURANCE

Call: VARIOUS

Why?

You should contact your late partner's superannuation, insurance company (life, house, car, travel, vet, etc.) and/or private health fund to notify them of the death.

What you will need:

They will inform you of what documents and forms to fill in

Note: some agencies have time limits on how long you have to claim

☐ BANKS/CREDIT UNIONS

Check website/visit branch

Why?

Advise banks or credit unions of your late partner's death.

What you will need:

Certified copy of the death certificate and the Will, the deceased account details, and your own form of photo identification (up to 100 points)

☐ AUSTRALIAN TAX OFFICE

Call: 13 28 61

Why?

Advise tax office of your late partner's death.

What you will need:

Certified copies of the death certificate and the Will

Organisations to Contact (cont.)

☐ SOCIAL MEDIA ACCOUNTS

Call: ONLINE

Why?

Your late partner's social media accounts need to be closed.

With Facebook, Twitter and Instagram, you may wish to "memorialise" their account.

What you will need:

To delete each account, you will need to fill out an online form, with proof of the obituary or a certified copy of the death certificate, and your own identification.

☐ PHARMACY

Call: VISIT LOCATION

Why?

Return any unused medication or prescription forms.

Advise the chemist that your partner has passed away, to ensure their information is removed from their system.

What you will need:

Nothing required

☐ APPOINTMENTS

Call: VARIOUS

Why?

It would be advisable to cancel any outstanding and/or upcoming appointments: medical, dental etc.

What you will need:

Nothing required

☐ LIBRARY

Call: VISIT LOCATION

Why?

Return any books, magazines and DVDs to the library, and advise that your partner has passed away.

What you will need:

Nothing required



Every care has been taken in the preparation of this document such that the information it contains is believed to be accurate. It contains guidelines only in relation to its subject matter. The author advises that professional advice be sought wherever necessary.



Arrange A Chat With Joyce

Join me for a friendly chat over a cup of tea or coffee to talk about your ceremony and find out if we are a good fit for each other.

Click here to

ARRANGE YOUR CHAT WITH JOYCE

No Pressure. No Obligation.

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