



ALFRED JAMES

Honouring a Life

Checklist Of People & Organisations You May Need To Contact At The Time Of Death

Immediately at the time of Death:

- If at home: Your family Doctor → Your immediate family → Your Funeral Director
- If at a hospital: Your immediate family → Your Funeral Director
- If at a nursing home: Your immediate family (The home will contact your family Doctor and your Funeral Director)

Alfred James staff will contact for you:

- Clergy or Celebrant
- Cemetery, Gravedigger or Crematorium
- Church
- Organist (for hymns, where required)
- Professional Musicians & Singers (if desired)
- Florist (for coffin arrangement and tributes, if desired)
- Newspapers (for death and funeral notices, if required)
- Registrar of Births Deaths and Marriages (to order an original Death Registration Certificate for the family *)
* On average, it may take 10 working days before this certificate is issued unless delayed by Coronial involvement
- Limousines (if desired)
- RSL, Lodge, Clubs or other organisations (where applicable)
- Printing of Memorial Cards and/or Hymn Sheets (if required)
- All necessary legal and medical authorities for the purpose of funeral arrangements. (i.e. medical certificates, etc)
- All necessary service providers for the purpose of the funeral arrangements. (i.e. catering, DVD presentations, etc)

Within one week of death:

- The Trustee Company or Solicitor who holds the Last Will and Testament of the deceased and the Executor
- Centrelink, if the deceased was a pensioner or on benefits
- Foreign Pension Authority (where applicable)
- Cancel any outstanding medical, dental, specialist or outpatient appointments
- Advise Care Agencies (i.e. Meals on Wheels, Domiciliary Care, etc)
- Locate important documentation (i.e. licenses or grants for grave sites or memorial positions, original of Pre-Arranged Funeral Contract, funeral bonds, funeral insurance, etc)

Within one month of death:

- Superannuation Company or Life Insurer of the deceased
- Department of Veteran Affairs (where applicable)
- Banks, Credit Unions, Stockbroker (i.e. stocks and shareholdings of the deceased)
- Medicare, Private Health Funds
- Accountant of the deceased (where applicable)
- Electoral Commission
- Insurance companies covering the assets of the estate (i.e. motor vehicle, boat, house and contents, etc)
- Other organisations (i.e. Post Office, public services – library, telephone/internet provider, electricity, gas and water providers, Church groups, vehicle registration and licensing etc)
- Title change to all jointly owned assets of the estate (i.e. motor vehicle, boat, house, stocks and shares)

Within two to six months of death:

- Family members, friends and organisations (to express thanks for cards, messages, flowers and/or donations, etc)
- Australian Taxation Office
- Monumental Mason (to arrange for a new Headstone or for additional words on an existing Headstone)
- Cemetery Authority/Curator (to arrange for a cremation memorial and/or placement of cremated remains)
- Trustee Company or Solicitor and Executor (to arrange a new Will, if applicable)

Note ~ Alfred James Funerals will pay all funeral expenses and then forward an account to the nominated family member approximately 1 week after the funeral. Many of the contacts required above may be handled by the Trustee Company, if engaged.



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Centrelink

What allowances may be payable to assist with funeral expenses?

Centrelink offers a variety of bereavement payments and/or allowances, if you are an Australian resident, a basic description of those payments and/or allowances are:

Married Pensioner

The surviving partner may be entitled to receive a further 14 weeks of bereavement payment based on the difference between the amount that was jointly received and the single rate that may be paid. This is usually paid in a lump sum.

Single Pensioner

The estate may receive one full pension payment after the person's death.

Carer Payment

A payment to help carers who, because of the demands of their caring role, are unable to support themselves through participation in the workforce. The Carer may continue to be eligible for a further 14 weeks pension following death and this will be paid by fortnightly payments. In most cases you may get a lump sum payment if the person you were caring for was single. If the deceased was partnered, there may be a lump sum payment in certain circumstances.

Carer Allowance (Adult)

A payment to help parents or carers to care for adults with a disability at home. If you were caring for an adult in these circumstances, there is no payment entitlement.

Sole Parent Pension

The parent may be entitled to a further 14 weeks following death or the option of payment in a lump sum.

Bereavement Allowance

If the surviving spouse has no dependant children and has not been receiving Centrelink payment you may be entitled to receive an adequate level of income of up to 14 weeks while you make funeral arrangements, settle financial affairs, look for employment and find out whether there is an eligibility for longer term Centrelink payments.

Widow Allowance

If the surviving wife has no recent workforce experience and she is over 50, she may be entitled to regular payments.

Note ~ Entitlements can change without notice and may be subject to varying assessment criteria which may affect Centrelink decisions. We recommend that you contact your nearest Centrelink Office for further information on 13 23 00. Other allowances may be payable through the Department of Veteran Affairs, if applicable. Phone 13 32 54.