

PROBATE CHECKLIST

Executor's Checklist



Immediate Steps

- Locate and read the Will carefully
- Organise funeral and burial/cremation
- Arrange care for any dependents, including pets
- Contact deceased's employer
- Obtain death certificate/proof of death

The 'Little' Things

- Advise Centrelink
- Cancel Foxtel
- Cancel home phone
- Cancel mobile phone
- Cancel newspaper/magazine subscriptions
- Redirect mail
- Cancel direct debits on bank cards
- Cancel credit cards
- Advise car insurance company
- Advise home and contents insurance company
- Cancel health insurance
- Cancel home help/cleaner/gardener
- Check diary/calendar for forthcoming appointments
- Advise department of Veteran Affairs
- Contact Foreign Pension
- Contact Super Fund
- Cancel drivers license
- Advise electricity and gas company
- Advise Council
- Advise electoral office
- Advise Accountant
- Advise Financial Planner

Prepare Asset Inventory

- Make a list of all individual assets owned by the deceased
- Ensure all property is secured

PROBATE CHECKLIST



Probate

- Prepare application for probate- make an appointment with a Probate solicitor to guide you through this process

Probate and Finances

- Contact the financial institutions with whom the Will-maker held accounts and ask for confirmation of assets/liabilities and the specific requirements for releasing the funds
- Set-up an estate bank account
- Apply for estate tax file number
- Write to share registries to confirm shareholdings and dividends paid
- Investigate if the Will-maker had any trust accounts/bonds/property deeds/interest in private company in their name
- Contact accountant to confirm financial details and tax return status
- Check if the deceased had any overseas assets
- Write to superannuation fund to notify death and for funds to distribute death benefits
- Cost base reconstruction to consider capital gains issues
- Redeem and collect assets
- Pay debts and liabilities
- Reimburse any party (e.g. executor, family member) who has paid an estate expense from their own funds
- Prepare estate accounts showing all money collected and paid on behalf of the estate, and estate assets
- Collate information to instruct accountant or tax agent to lodge any outstanding tax returns of the Will-maker
- Collate information to instruct accountant or tax agent to lodge tax return for the estate
- Distribute estate to beneficiaries in accordance with the Will
- Close the estate bank account once all monies distributed
- Ongoing duties