Prepared 14 October 2026 · every line checked between 10 and 11 October 2026.

Deceased estate checklist: the tasks official bodies publish, with their own time limits

The general tasks after a death as Services Australia, the ATO, the state registries and courts, the banks and the super funds publish them, each with the date it was checked and the body's own time limit where it gives one, laid out to print, and not a plan for any one estate.

General information · not legal advice · not a law firm.

§1 What this checklist is, and what it is not

This page lists the general tasks that official bodies publish for the time after a death: Services Australia, the Australian Taxation Office, each state's registry and Supreme Court, the free national notifier, the banks and the super funds. Every row is one task as that body describes it, with the body's own time limit where it publishes one, and a link to the page on this site that explains it.

The rows are grouped by the bodies' own time limits, not numbered as steps. This page does not say which task comes first for you, which tasks apply to the estate you are dealing with, or whether a grant of probate or letters of administration is needed. Each body can say what it asks for in a particular case, and a solicitor can look at the whole estate.

Three different time limits that sound alike appear on this page. One is the time Services Australia asks to be told within. Another is the ATO's own time to update its records once it has been told. The third is the window some super funds give for objections to a proposed payment. The cards keep them apart.

Your own notes

THE PERSON WHO DIED _____ DATE OF DEATH _____

YOUR NAME _____ NOTES _____

_____

Names and dates only; never account numbers or passwords.

The page this checklist comes from, with every link live:
familyhandoverkit.com/au/deceased-estate-checklist

Using this checklist

Each row is one task as the body named publishes it, with that body's own time where it gives one, and the date the line was checked.

The rows are grouped by the bodies' own time limits, not numbered as steps. Nothing here says which task comes first, or which rows apply to the estate you are dealing with.

Tick a row when it is done, and write the date on its line. A row that does not apply can be left blank.

The body named states the current line. Its page is linked under each row, and the bodies change their pages, so a printed copy is a snapshot of the dates it carries.

The official routes to someone who can look at the whole estate are on the last page.

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§2 The first days: registering the death and the certificate

Each state's Registry of Births, Deaths and Marriages registers the death and issues the death certificate. Each registry publishes who usually does this, and its own time.

`New South Wales · general information · checked 10 October 2026`

☐ New South Wales: registering

DATE DONE _____

A funeral director normally registers the death within **7 days** of the burial or cremation.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

☐ New South Wales: the certificate

DATE DONE _____

The funeral director normally orders the death certificate when they register the death.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

`Victoria · general information · checked 10 October 2026`

☐ Victoria: registering

DATE DONE _____

In Victoria, the funeral director usually registers the death, after the burial or cremation.

SOURCE Births, Deaths and Marriages Victoria

☐ Victoria: the certificate

DATE DONE _____

The registry says that in most cases the funeral director applies for the death certificate, so the family does not need to apply directly.

SOURCE Births, Deaths and Marriages Victoria

`Queensland · general information · checked 10 October 2026`

☐ Queensland: registering

DATE DONE _____

In Queensland, the funeral director usually registers the death on behalf of the family. The registry says the death needs to be registered within **14 days**.

SOURCE Queensland Registry of Births, Deaths and Marriages

Queensland: the certificate

DATE DONE _____

The registry says a death certificate can be ordered at the same time as registering a death with it.

SOURCE Queensland Registry of Births, Deaths and Marriages

Australia · general information · checked 10 October 2026

Why the certificate comes early

DATE DONE _____

A death certificate must have been issued before ADNS can be used.

SOURCE Australian Death Notification Service

§3 Services Australia: the time it asks to be told within (Centrelink, Medicare and Child Support)

Australia · general information · checked 11 October 2026

Services Australia is the federal agency behind Centrelink, Medicare and Child Support. It publishes a time to be told within, and one form.

The time

DATE DONE _____

Services Australia says it needs to be told of a death within **28 days**, in one of three ways: by calling the Older Australians line, by sending the Advice of death form, or at a service centre.

SOURCE Services Australia

The form

DATE DONE _____

Services Australia says it uses the Advice of death form to update records with Medicare, Centrelink and Child Support.

SOURCE Services Australia

Child support

DATE DONE _____

If a child or a parent in a child support arrangement dies, Services Australia says it needs to be told, at a service centre or on the Child Support general enquiries line.

SOURCE Services Australia

Payments

DATE DONE _____

Services Australia says that when it is told about a death, it works out whether a payment can be made, and how much. This page does not say whether any payment will be made to anyone.

SOURCE Services Australia

The Medicare card

DATE DONE _____

Services Australia does not automatically issue a new Medicare card when a partner listed on the card dies. A new card can be asked for on the Medicare general enquiries line.

SOURCE Services Australia

Sorry Business

DATE DONE _____

Services Australia asks Aboriginal and Torres Strait Islander families to tell it if they will be taking part in traditions in their community, including Sorry Business, and says it will make sure there are no unnecessary phone calls, visits and questions from it at that time.

SOURCE Services Australia

Not reached by the free notifier

DATE DONE _____

Services Australia (Centrelink, Medicare) · not on the ADNS list

SOURCE Australian Death Notification Service

This is Services Australia's time to be told. The ATO's own time to update its records, in Card 6, is a different thing.

The form Services Australia · Advice of death form (SA116)

§4 Once the certificate is issued: the free notifier

Australia · general information · checked 10 October 2026

The Australian Death Notification Service (ADNS) is a free, national service.

SOURCE Australian Death Notification Service

Who it says can use it

DATE DONE _____

ADNS says it can be used by anyone with legal authority to administer the estate, and that they may be asked for documents showing it.

SOURCE Australian Death Notification Service

How it works

DATE DONE _____

It takes the details of the person who has died and sends them to the organisations you choose from its list.

SOURCE Australian Death Notification Service

How long it takes

DATE DONE _____

ADNS says a notification takes 5 to 15 minutes.

SOURCE Australian Death Notification Service

The organisations' time to reply

DATE DONE _____

Those organisations should make contact within **10 business days**.

SOURCE Australian Death Notification Service

Who it does not reach

DATE DONE _____

Organisations choose whether to join. ADNS says it cannot make them take part.

SOURCE Australian Death Notification Service

The ones it misses

DATE DONE _____

ADNS suggests forwarding its confirmation email to organisations not on the service. It says the email holds all the details already entered.

SOURCE Australian Death Notification Service

§5 Before a court application: the notice each court publishes

A grant of probate or letters of administration is a Supreme Court document. Each court publishes a notice period before an application is filed. Where a court also publishes a time after which it asks about delay, that is shown too. Whether a grant is needed for a particular estate is not something this page says. What a grant is, and where each court explains it

New South Wales · general information · checked 10 October 2026

New South Wales: notice before filing

DATE DONE _____

The court says the law requires at least **14 days**' notice before an application for probate or letters of administration is filed.

SOURCE Supreme Court of New South Wales

New South Wales: a late application

DATE DONE _____

If an application is filed more than **6 months** after the date of death, the court asks for an explanation of the delay.

SOURCE Supreme Court of New South Wales

Victoria · general information · checked 10 October 2026

Victoria: notice before filing

DATE DONE _____

A notice of the intention to apply, called the advertisement, is published online at least **15 days** before the application is filed.

SOURCE Supreme Court of Victoria

Victoria: a late application

DATE DONE _____

The court says there is no time limit for applying, but if more than three years have passed since the death, the delay is explained in the affidavit.

SOURCE Supreme Court of Victoria

Queensland · general information · checked 10 October 2026

Queensland: the notice to the Public Trustee

DATE DONE _____

A copy of the notice is also sent to the Queensland Public Trustee. The court says to wait at least **7 days** after the Public Trustee receives it before filing.

SOURCE Supreme Court of Queensland

Queensland: the wait after the notice appears

DATE DONE _____

After the notice appears in the Queensland Law Reporter, the court says to wait **14 days**, to allow objections. If the registry is closed on the 15th day, filing is on the next business day.

SOURCE Supreme Court of Queensland

Victoria · general information · checked 10 October 2026

Whether a grant is needed, as one court publishes it

DATE DONE _____

The court says it does not decide whether probate is needed to deal with an estate, and that there is no automatic requirement to apply for probate when someone dies. That is the Supreme Court of Victoria's line. The court says to contact each asset holder and ask it directly whether it will need a grant before it releases money.

SOURCE Supreme Court of Victoria

§6 The ATO: its own times

Australia · general information · checked 11 October 2026

The Australian Taxation Office publishes one notification, a suggestion about when to send it, and two times of its own.

Before the documents are ready

DATE DONE _____

The ATO says that if the supporting documents are not ready yet, its Individuals enquiries line can be told unofficially that the person has died, and it will pause the deceased's tax correspondence until you are ready.

SOURCE Australian Taxation Office

One form

DATE DONE _____

One ATO form does both jobs: it officially tells the ATO of the death and of who will manage the estate.

SOURCE Australian Taxation Office

The ATO's suggestion about timing

DATE DONE _____

The ATO says that if a grant of probate or letters of administration will be applied for, it is better to wait for the grant before sending the notification, to avoid delays. This is the ATO's own suggestion about its own process. It is not a reason, on its own, to apply for a grant, and this page does not say whether a grant is needed.

SOURCE Australian Taxation Office

Proving identity at Australia Post

DATE DONE _____

After the online form is sent, the ATO asks for identity to be verified at a participating Australia Post outlet within **30 days**.

SOURCE Australian Taxation Office

The ATO's time to update its records

DATE DONE _____

The ATO says it takes up to **28 days** to update the deceased person's records after it receives the notification. This is the ATO's time to act once told. It is not Services Australia's time to be told, in Card 3.

SOURCE Australian Taxation Office

Not reached by the free notifier

DATE DONE _____

Australian Taxation Office · not on the ADNS list

SOURCE Australian Death Notification Service

The final return

DATE DONE _____

The ATO says a final tax return for the income year in which the person died is called a 'date of death' tax return, and that it is different from the trust tax return for the estate.

SOURCE Australian Taxation Office

The estate's own tax file number

DATE DONE _____

The ATO says a trust tax file number is needed to lodge a trust tax return for the estate, and an Australian business number as well if the estate is running a business.

SOURCE Australian Taxation Office

When the ATO says it is finished

DATE DONE _____

The ATO lists when an estate's tax affairs are finalised, including that the date of death return and any outstanding returns are lodged and finalised, all tax liabilities are paid, any credits due are claimed, and business tax registrations are cancelled. This page does not say whether a return is needed for the estate you are dealing with, or whether tax will be owed.

SOURCE Australian Taxation Office

§7 Banks and super funds: each one's own route and time

Australia · general information · checked 11 October 2026

Each bank and each super fund publishes its own route. A bank's figure for when it asks for a grant is its own rule for money held with that bank, and the figures differ, so none appears here.

Telling a bank before the documents are ready: Commonwealth Bank

DATE DONE _____

It says a notification can be made online or at a branch appointment, even before any of the documents are to hand.

SOURCE Commonwealth Bank

What a bank says happens next: Westpac

DATE DONE _____

It says it will write within **14 business days** confirming how the accounts have been protected and what to do next.

SOURCE Westpac

Funeral costs: Westpac

DATE DONE _____

Westpac lists payments it can make even without probate, including funeral costs, probate application fees, medical fees and aged care facility bills.

SOURCE Westpac

Super: who decides

DATE DONE _____

The ATO says the super fund's trustee works out who will receive the benefits. Super paid after a death is called a super death benefit.

SOURCE Australian Taxation Office

Super: telling the fund

DATE DONE _____

The ATO says the super fund (or funds) should be contacted directly, to tell them of the death and discuss the release of the super. If there is no authorised legal personal representative, the ATO may inform the fund, which then decides whether to contact the family.

SOURCE Australian Taxation Office

A fund's first contact: Aware Super

DATE DONE _____

Aware Super says a dedicated case manager will contact the person who told it within **10 business days**.

SOURCE Aware Super

A fund's time to decide: AustralianSuper

DATE DONE _____

AustralianSuper says it aims to resolve most death benefit claims within four months of receiving the first claim form.

SOURCE AustralianSuper

A fund's objection window: AustralianSuper

DATE DONE _____

Claimants have **28 days** from being notified of its decision to agree or object, and if one disagrees with the final decision, **28 days** to complain to the Australian Financial Complaints Authority (AFCA), which it describes as free and independent. These are the fund's objection windows, not a time to tell anyone of the death.

SOURCE AustralianSuper

This page does not say who a super benefit will be paid to. How each fund is told, and what the ATO says tax depends on, on this site

§8 The documents each body names

Australia · general information · checked 11 October 2026

Each body publishes what it asks to see. These are the lines gathered for this site, body by body. The body itself can say what it will accept in a particular case.

The ATO

DATE DONE _____

To notify the ATO of a death, it asks for one of these: the death certificate, the grant of probate or letters of administration, or the will.

SOURCE Australian Taxation Office

The ATO: proof of identity at Australia Post

DATE DONE _____

The ATO lists these as proof of identity: an Australian or foreign passport, an Australian driver's licence or learner's permit, a state or territory proof of age or photo card, an Australian firearms licence, or a student ID card.

SOURCE Australian Taxation Office

The ATO: originals or certified copies

DATE DONE _____

The ATO says the documents shown at Australia Post need to be either originals or certified copies, and can be taken home afterwards.

SOURCE Australian Taxation Office

The ATO: a change of name

DATE DONE _____

The ATO says that if the deceased person's name differs from the name in the supporting documents, evidence of the change of name is presented, such as an updated full birth certificate, a change of name certificate or a marriage certificate.

SOURCE Australian Taxation Office

Services Australia, for an executor or administrator

DATE DONE _____

To give an executor or administrator details from its records, Services Australia asks for proof of their authority to act on the estate and an Executor/Administrator request for information form, one from each executor or administrator.

SOURCE Services Australia

New South Wales · general information · checked 10 October 2026

The Supreme Court of New South Wales

DATE DONE _____

The original will, and any codicils, are filed with the application. The court keeps them.

SOURCE Supreme Court of New South Wales

Victoria · general information · checked 10 October 2026

The Supreme Court of Victoria

DATE DONE _____

The court lists the documents an application uses: a certified copy of the death certificate showing the cause of death, the original will or codicil if there is one, and information about the person's assets and debts.

SOURCE Supreme Court of Victoria

Queensland · general information · checked 10 October 2026

The Supreme Court of Queensland

DATE DONE _____

The court keeps the certified copy of the death certificate and the original will or codicil on file. They cannot be returned.

SOURCE Supreme Court of Queensland

Queensland's two certificates

DATE DONE _____

Queensland issues two kinds of death certificate. The official certificate shows the cause of death and is the one used to finalise estate matters. The limited certificate does not show the cause of death and may not be accepted by all organisations.

SOURCE Queensland Registry of Births, Deaths and Marriages

Australia · general information · checked 11 October 2026

A bank: ING

DATE DONE _____

In all matters ING requires a certified copy of the death certificate issued by Births, Deaths and Marriages.

SOURCE ING

A super fund: Hostplus

DATE DONE _____

Hostplus's claims guide asks for a certified copy of the death certificate, with the cause of death if available, and one certified proof of the member's identity, such as a passport, birth certificate or driver's licence.

SOURCE Hostplus

§9 New South Wales

New South Wales · general information · checked 10 October 2026

The registry NSW Registry of Births, Deaths and Marriages · Death certificates

The court Supreme Court of NSW · Probate (online application, fact sheets, notices, processing times)

☐ **Whether a grant is needed, as the court publishes it** DATE DONE _____

The Supreme Court of NSW explains, in general terms, when a grant is and is not usually needed, in the section headed "Need for a grant of probate".

SOURCE Supreme Court of New South Wales

☐ **When there is no will** DATE DONE _____

Where a person died without a will, the court's grant is called letters of administration.

SOURCE Supreme Court of New South Wales

§10 Victoria

Victoria · general information · checked 10 October 2026

Registering the death Births, Deaths and Marriages Victoria · Register a death

The certificate Births, Deaths and Marriages Victoria · Get a death certificate

Whether a grant is needed, in the court's words Supreme Court of Victoria · How to determine if a grant of probate or administration is required

The court's guide to applying Supreme Court of Victoria · How to apply for a grant of probate or administration (the court's step-by-step guide)

☐ **When there is no will** DATE DONE _____

Where the person did not leave a valid will, the court's grant is called letters of administration.

SOURCE Supreme Court of Victoria

§11 Queensland

Queensland · general information · checked 10 October 2026

Registering the death Queensland Government · Register a death

The certificate Queensland Government · Get a death certificate

☐ **Whether a grant is needed, as the court publishes it** DATE DONE _____

The court says a grant of probate is not always needed, and to check with the organisation involved, such as the bank, to confirm what it requires.

SOURCE Supreme Court of Queensland

About the grants Queensland Courts · About grants of administration (including when a grant may not be needed)

The court's step-by-step page Queensland Courts · Apply for a grant of administration (the court's step-by-step page)

☐ **When there is no will** DATE DONE _____

Where there is no valid will, the grant is letters of administration without a will (intestacy).

SOURCE Supreme Court of Queensland

Sources for this checklist

Every row in this checklist, the body it was read from, and the date it was checked against that body.

NSW Registry of Births, Deaths and Marriages (NSW Government)

Death certificates nsw.gov.au
checked 10 October 2026

Births, Deaths and Marriages Victoria

Register a death bdm.vic.gov.au
checked 10 October 2026

Get a death certificate bdm.vic.gov.au
checked 10 October 2026

Queensland Registry of Births, Deaths and Marriages

Register a death (qld.gov.au) qld.gov.au
checked between 10 and 11 October 2026

Get a death certificate (qld.gov.au) qld.gov.au
checked 10 October 2026

Australian Death Notification Service

Help centre deathnotification.gov.au
checked 10 October 2026

Participating organisations (the same list is served for a death in New South Wales, Victoria and Queensland)
deathnotification.gov.au
checked 11 October 2026

Services Australia

Who to tell when someone dies servicesaustralia.gov.au
checked 11 October 2026

Advice of death form (SA116) servicesaustralia.gov.au
checked 11 October 2026

What help there is when an adult dies servicesaustralia.gov.au
checked 11 October 2026

Supreme Court of New South Wales

Notice of intended application for probate, administration or reseal
supremecourt.nsw.gov.au
checked 10 October 2026

Applying for a grant of probate supremecourt.nsw.gov.au
checked 10 October 2026

Probate supremecourt.nsw.gov.au
checked 10 October 2026

Applying for a grant of letters of administration
supremecourt.nsw.gov.au
checked 10 October 2026

Supreme Court of Victoria

How to apply for a grant of probate or administration
supremecourt.vic.gov.au
checked 10 October 2026

Probate Office FAQs supremecourt.vic.gov.au
checked 10 October 2026

How to determine if a grant of probate or administration is required
supremecourt.vic.gov.au
checked 10 October 2026

Wills and probate supremecourt.vic.gov.au
checked 10 October 2026

Supreme Court of Queensland

Apply for a grant of administration (Queensland Courts)
courts.qld.gov.au
checked 10 October 2026

About grants of administration (Queensland Courts)
courts.qld.gov.au
checked 10 October 2026

Australian Taxation Office

Notifying us of a death and who will manage the estate ato.gov.au
checked 11 October 2026

Notification of a deceased person (online form) ato.gov.au
checked 11 October 2026

Doing a final tax return for the deceased person ato.gov.au
checked 11 October 2026

Registering a deceased estate trust and lodging returns ato.gov.au
checked 11 October 2026

Confirming tax obligations are complete ato.gov.au
checked 11 October 2026

If you are a beneficiary of a deceased estate ato.gov.au
checked 11 October 2026

Commonwealth Bank

Deceased estates commbank.com.au
checked 11 October 2026

Westpac

Support when someone passes away westpac.com.au
checked 11 October 2026

Aware Super

How to make a death claim aware.com.au
checked 11 October 2026

AustralianSuper

Super death benefit australiansuper.com
checked 11 October 2026

ING

Bereavement services ing.com.au
checked 11 October 2026

Hostplus

Insurance claims guide: death claims (PDF) hostplus.com.au
checked 11 October 2026

The Law Society of New South Wales

Register of Solicitors lawsociety.com.au
checked 10 October 2026

For the Public lawsociety.com.au
checked 10 October 2026

Legal Aid NSW

Home page legalaid.nsw.gov.au
checked 10 October 2026

Law Institute of Victoria

Looking for Legal Help liv.asn.au
checked 10 October 2026

Victoria Legal Aid

Speak to us legalaid.vic.gov.au
checked 10 October 2026

Queensland Law Society

Register of Solicitors qls.com.au
checked 10 October 2026

Legal Aid Queensland

Help over the phone legalaid.qld.gov.au
checked 10 October 2026

Where to get help with your situation

This page cannot tell you what applies to the estate you are dealing with. These official routes can point you to someone who can.

New South Wales

New South Wales · general information · checked 10 October 2026

- Law Society of NSW · Find a Lawyer: a search of NSW practices and solicitors who hold a current practising certificate. The Law Society says it does not give legal advice to the public itself.
  SOURCE The Law Society of New South Wales
- Legal Aid NSW says to start with LawAccess NSW, by chat or by phone on 1300 888 529, 9am to 5pm, Monday to Friday.
  SOURCE Legal Aid NSW

Victoria

Victoria · general information · checked 10 October 2026

- Law Institute of Victoria · Find Your Lawyer Referral Service: a referral to a member law firm, which offers a free first interview of up to 30 minutes. The Law Institute says it is not a law firm and does not give legal advice itself.
  SOURCE Law Institute of Victoria
- Victoria Legal Aid's Legal Help line is 1300 792 387, 8am to 6pm, Monday to Friday. It gives general legal information, and legal advice to people who are eligible.
  SOURCE Victoria Legal Aid

Queensland

Queensland · general information · checked 10 October 2026

- Queensland Law Society · Register of Solicitors: the society keeps records of all current legal practitioners in Queensland, and the register can be searched.
  SOURCE Queensland Law Society
- Legal Aid Queensland gives free legal information on 1300 65 11 88, 8.30am to 4.30pm (AEST), Monday to Friday, except public holidays.
  SOURCE Legal Aid Queensland

Valoren does not choose a solicitor for you, and takes no payment from any.

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End of this checklist. Prepared 14 October 2026 from familyhandoverkit.com/au/deceased-estate-checklist. A newer copy, when there is one, is there.