Deceased Estates

A Starting Guide for Executers

Immediate Steps

- Secure the deceased's home and property (lock house, redirect mail, care for pets, etc.).
- Locate the will and confirm executor appointment.
- Arrange funeral
- Notify close family, friends, and relevant institutions (employer, Centrelink, DVA, aged care facility, etc.).
- Obtain the death certificate (you may need multiple certified copies).

Legal & Administrative Duties

- Engage a lawyer (if required)
- Apply for Probate (if there is a will) or Letters of Administration (if no will).
- Cancel driver's licence, passport, Medicare card, and other government documents.
- Notify superannuation funds and insurance companies.

Financial & Tax Matters

- Notify banks, credit unions, and investment providers.
- Collect information about assets and liabilities:
  - real estate
  - vehicles
  - shares/investments
  - bank accounts
  - superannuation
  - insurance policies
  - loans/credit cards
- Keep records of income and expenses from the estate.
- Pay debts, mortgages, and ongoing expenses from estate funds.
- Notify the ATO either by paper or via Australia Post – this can only be done once you have:
  - the death certificate and will,
  - probate documents or letters of administration,
  - deceased's tax file number

https://www.ato.gov.au/forms-and-instructions/deceased-estates-notify-us-of-a-death-online-form

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Embark Tax Services Pty Ltd is a CPA practice

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Financial & Tax Matters (cont)
- Engage a tax agent who will assist you to:
  - lodge any outstanding personal tax returns.
  - prepare and lodge the estate tax return(s) (if required).

Estate Management
- Obtain property valuations where needed.
- Maintain and insure estate assets until distributed.
- Sell or transfer property as per the will.
- Keep beneficiaries updated and provide an estate account/statement.

Distribution
- Confirm all debts, taxes, and expenses are finalised.
- Obtain clearances from the ATO (if required).
- Distribute assets to beneficiaries according to the will or intestacy laws.
- Provide a final account of distribution to beneficiaries.
- Close the estate bank account once everything is settled.

Record-Keeping & Communication
- Keep copies of all documents, receipts, and correspondence.
- Maintain a timeline of actions taken.
- Provide regular updates to beneficiaries to avoid disputes.

Please note:
- This isn't a definitive checklist – it's just a guide of where to start and who you need to talk to.
- Your estate lawyer can't give you tax advice and your accountant can't give you legal advice.

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