

Deceased Estate Document Checklist

Please provide a copy of any of the following applicable documents:

Death certificate An original death certificate is required to administer the estate. If the estate value is under \$100,000, a certified copy can be supplied in the interim, however an original certificate will be ordered through the estate.	
The Will We require the original Will if not held by NSW Trustee & Guardian.	
Contact details for the beneficiaries named in the deceased person's Will, including full names, residential addresses and contact telephone numbers.	
Details of immediate family if there is no Will.	
Real estate	
Home and contents insurance policies for all real estate.	
Documents relating to any mortgages or loans (e.g. initial mortgage agreements, recent statements).	
Any lease agreements and recent rental statement.	
Bank accounts, investments and income	
Recent bank accounts and term deposit statements.	
Recent credit card and/or debit card statements.	
Recent superannuation fund statements.	
Copies of last dividend advice, current statements of holdings, any capital gains tax records (including sale and purchase contract notes, and any personal record books associated with investments).	
Details of any broker or financial advisor.	
Details of any current employment, salary, wages.	
Details of any business owned by the deceased person.	
Liabilities	
Recent accounts for telephone, electricity, gas, water rates, council rates, strata levies and land tax.	
Any outstanding accounts (e.g. store accounts, nursing home, hospital, medical accounts).	
Funeral account and receipt (if it has been paid).	

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Deceased Estate Information Document Checklist

Vehicles	
Registration papers for all vehicles (including cars, caravans, trailers, boats, motorbikes).	
Insurance policies for all vehicles.	
The deceased person's driver licence.	
Personal insurance	
Funeral plan, funeral insurance or prepaid funeral details.	
Life insurance policies and recent statement.	
Tax	
The last income tax return and assessment notice.	
Any available income information for tax purposes for the current financial year e.g. receipts.	
The deceased's personal tax file number.	
Cards and memberships (Please provide the actual cards)	
Medicare card.	
Health fund membership card.	
Pension cards.	
Club membership cards.	

Please return this form to NSW Trustee & Guardian by emailing clientestablishment@tag.nsw.gov.au or mail to Locked Bag 5115 Parramatta, NSW 2124.

By submitting this form, you understand that NSW Trustee & Guardian collects, stores and uses personal and health information to carry out its statutory functions. To learn more visit www.tag.nsw.gov.au/privacy