



# Notification of a deceased person

Use this form to officially notify us of a person's death. If you are the legal personal representative, for example executor with grant of probate or court-appointed administrator, you can also use this form to add your contact details on the deceased person's record.

## **!** Before you complete this form

You can officially notify us of a person's death and who has been appointed as the legal personal representative:

- **online** – if you are able to attend one of the participating Australia Post retail outlets, go to [ato.gov.au/austpostformdeceased](https://ato.gov.au/austpostformdeceased), or
- **phone** – if you don't have the death certificate you can phone us on **13 28 61** and we may still be able to add some information about the person's death to our records.

See **Find out more**.

## When completing this form

This form can be completed on screen. When complete, print, sign and date the declaration at the end of the form.

Make sure you provide acceptable supporting documents (see question 9).

If completing this form by hand:

- print clearly in **BLOCK LETTERS** using a black or dark blue pen only
- place **X** in **ALL** applicable boxes
- do not use correction fluid or covering stickers
- sign next to any corrections with your full signature (not initials).

## **>** Find out more

For more information on managing the tax affairs of someone who has died, you can:

- phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday
- visit our website at [ato.gov.au](https://ato.gov.au)

If you phone, we need to know we are talking to the right person before we can discuss the tax affairs of someone who has died. You will need to provide information about yourself and the person who has died. If you can, have your tax file number (TFN) and information about the deceased person with you (see the privacy note in the declaration on page 4).

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## Section A: Deceased person's details

### 1 Do you have the death certificate for the deceased person?

No  You cannot use this form. See **Find out more** above.

Yes  You need to provide the death certificate with this form. It needs to be a certified copy. See page 2 for more information about supporting documentation requirements.

### 2 What is the full name of the deceased person?

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

### 3 What is the deceased person's TFN? (See the privacy note in the declaration on page 4.)

If you do not know their TFN, leave this blank.

### 4 What was the deceased person's date of birth?

Day  / Month  / Year

### 5 What was the deceased person's date of death?

Day  / Month  / Year

## 6 What was the postal address of the deceased person?

Provide the postal address as it was when the person last dealt with the ATO – for example, on their last notice of assessment.


Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

## 7 Was the deceased person's home address different from their postal address?

Provide the home address as it was when the person last dealt with the ATO – for example, on their last notice of assessment.

This needs to be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

No  Yes  Provide their home address details below


Suburb/town/locality


State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

 If you are not providing executor or administrator details, go to section C.

## Section B: Legal Personal Representative details

We need to ensure you are authorised to act on behalf of the deceased person. If you do not provide all the supporting documents we ask for, we will not be able to add you as an authorised contact on the deceased person's record.

### 8 Are you an executor or administrator?

**Executor** – an executor is a person named in a will to carry out the wishes of a person after they die. Generally, the executor will seek probate of the will. Probate may not be required for low value, less complex estates.

**Administrator** – an administrator is a person appointed by the court under letters of administration to manage a deceased estate which has no executor.


No  Go to section C.

Yes

### 9 What supporting document will you provide?

You need to provide one of the following current supporting documents in addition to the death certificate, stating you are the executor or administrator of the deceased estate.

Supporting documents you provide must be certified. Certified copies of documents that you mail to us may not be returned. We may check the supporting documents you supply with the agencies that issue them.

 If you are an executor and have been granted probate, then a certified copy of the grant of probate must be provided. If you have decided not to apply for probate or are awaiting court appointment, then a copy of the will must be provided as evidence of your appointment as executor.

In the absence of probate or letters of administration you cannot be an authorised contact on the deceased person's record. Also, we may not be able to release certain information or transfer assets to you.

Place **X** in the applicable box.

The deceased person's last will and testament

Letters of administration

Grant of probate

 For more information on certified copies of documents, refer to:

-  [Copies of documents – applicants within Australia](#)
-  [Copies of documents – applicants outside Australia](#)


**10 Do you require a Deceased estate data package?**

We can help you to identify the assets and income stream of the deceased by extracting the relevant data from our records and sending you a Deceased estate data package.

To lawfully access the information of a deceased person you must be the legal personal representative (executor or administrator) of the deceased estate and have received grant of probate or letters of administration.

Place **X** in the applicable box.

No  Yes

 For more information on Deceased estate data packages, refer to:

 [Deceased estate data package](#)

**11 What is your TFN?** (See the privacy note in the declaration on page 4.)

**12 What is your full name and contact details?**

Full name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

 A contact number must be provided.

Business hours phone number

Mobile phone number

Email address (use BLOCK LETTERS)

**13 What is your date of birth?**

Day  / Month  / Year

**14 What is your postal address?**

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

**15 Is your home address different from your postal address?**

This needs to be a street address, for example, 123 Smith St. This cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

No  Yes  Provide your home address details below

Suburb/town/locality


State/territory

(Australia only)

Postcode

(Australia only)

Country if other than Australia

 If you need to add additional executors or administrators, provide their details on a separate sheet of paper, including their full name and all of the details listed above in Section B.

**16 What postal address do you want on the deceased person's record for service of notices and correspondence?**

Suburb/town/locality	State/territory	Postcode
	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country if other than Australia	(Australia only)	(Australia only)

**Section C: Declaration** – this section is compulsory

**17 Who is the person signing this declaration?**

(Complete all of the fields below)

Full name of signatory


Business hours phone number

Mobile phone number

Email address (use BLOCK LETTERS)

**Before you sign this form**

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new form.

 Penalties may be imposed for giving false or misleading information.

**Privacy**

The ATO is authorised by the *Taxation Administration Act 1953* to request tax file numbers (TFNs). We will use the TFN to identify the deceased person and the executor or administrator in our records. It is not an offence not to provide TFNs. However, if you do not provide a TFN, there may be a delay in processing this form.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

We may check the supporting documents you supply with the agencies that issued them.

*I declare that the information given on this form is true and correct.*

**Signature**

**You MUST SIGN here**


Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Lodging this form**

You can lodge your completed application with current certified supporting documents to us by mailing it to:

**Australian Taxation Office**  
PO Box 3006  
PENRITH NSW 2740

 **Make a copy of your application for your own records before you lodge it.**

We will aim to process this form within 28 days of receiving all the necessary information. If your form is incomplete, incorrect or needs checking, it may take longer. Do not lodge another form during this time.