



Separation Checklist



Better Outcomes

This is by no means an exhaustive list. We have compiled this checklist to work as a guide following the breakdown of your relationship. For more specific advice, contact us to make an appointment where we can discuss your unique situation.



Vital Documents



Change address on your driver's licence.



Notify important institutions such as Medicare and your private health insurer to update their records and re-issue your card.



Your Car



Update your car insurance policy details.



Notify the Department of Transport of address change.



Update your roadside assistance details.



Beneficiaries & Executors



Consider changing the executor and beneficiaries of your will.



Ask your ex-partner and any of your ex-partner's family to remove you as executor under their will.



Consider your binding death nomination in your superannuation plan and your life insurance policy.



Emergency Contacts



Remove your ex-partner as your emergency contact at your workplace, doctor and elsewhere.



Remove yourself as your ex-partner's emergency contact at your workplace, doctor and elsewhere.



Banking & Insurance



Close all joint bank accounts and open accounts in your name only.



Cancel any supplementary credit card or other supplementary card issued to your ex-partner.



Cancel jointly held house and contents insurance policies and car insurance policies and take out new ones in your name only.



Passwords



Change all your passwords, including those for banking, internet, iTunes, PayPal, computer, Windows, email, Amazon, eBay, share trading accounts and all social media accounts such as Facebook, LinkedIn and Twitter.



Guardianship & Powers of Attorney



Change your power of attorney and guardianship arrangements.



Revoke your role under any power of attorney or guardianship of your ex-partner and any of your ex-partner's family.



Government Agencies

Please notify:



Medicare



Centrelink



Australian Tax Office



If You Are Leaving the Family Home

- ☐ Take all your financial and personal papers.
- ☐ Redirect your mail.
- ☐ Notify every other organisation and service provider you use of your new address.
- ☐ Take all your personal items and photos.
- ☐ If you and your ex-partner leased a property jointly, speak to your managing agent to remove yourself or your ex-partner from the lease.



Reverting to your Maiden Name

- ☐ If you want to revert to your maiden name, update your details with the organisations and service providers you use, and on cards such as your driver's licence, credit card, healthcare card, passport, membership cards and loyalty cards in your former married name.
- ☐ If you legally changed to your married name with Births Deaths & Marriages, you will need to change it back to your maiden name through the same agency.



If You Are Staying in the Family Home

- ☐ Change the locks (get legal advice first).
- ☐ Take photos/videos of household items.



Service Providers

Please notify:

- ☐ Your children's school
- ☐ Accountant
- ☐ Utility providers – gas, electricity, water, phone and internet.
- ☐ Doctor
- ☐ Update your membership of clubs and organisations.
- ☐ Update your membership of any loyalty schemes.



*Book your free
15 minute
consultation today*

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