



Australian Government

Youpla Group funeral benefits program

treasury.gov.au/youpla

Document checklist

7 September 2022

You will need some information to start your application under the Youpla Group Funeral Benefits Program.

If you need help you can call us on **1800 296 989**. We can help you to find a policy number. We can also help you to find documents.

Details of the person who has passed away

- The name of the person who has passed away and if known, their date of birth and their date of passing.

- The Youpla Group or Aboriginal Community Benefit Fund policy number. Don't worry if you don't have the number, we can help you find it.

A copy of **one** of the below documents:


Death Certificate

Coroners Form 20A

Form 20A
Version 3
Coroners Act 2003 (sections 45, 51 and 97(2))
Coroner's findings and notice of completion of coronial investigation

I have investigated the death of:

State government Cause of Death Certificate

 **Form 9**
Births, Deaths and Marriages Registration Act 2003 (Section 30)
CAUSE OF DEATH CERTIFICATE
Please print clearly, using BLOCK letters
To the Registrar-General, Brisbane

Life Extinct Form from a health care provider (Local Aboriginal Medical Service, Hospital, Doctor)

MORNINGTON ISLAND HOSPITAL
LIFE EXTINCT FORM

Please do not send us your original forms. We only need copies. You can also take a photo of each document and send it to us.

If you do not have one of these documents there are other ways that we can help you get this information. We can contact:

- your funeral director
- the health care provider (Local Aboriginal Medical Service, Hospital or Doctor) that was looking after the person where they passed away.

Details about you

Your full name

Your date of birth

Your relationship to the person that has passed away

Your address

Your phone number if you have one

Your email address if you have one

Copies of **two** forms of identification on this list:

Birth certificate

Driver's licence

Medicare card

Centrelink Health Care Card

Commonwealth Seniors Health Card

Centrelink Deduction Statement

Centrelink Pensioner Concession Card

Passport

Change of Name Certificate

Marriage Certificate

You can lodge your application even if you only have one of these documents (such as a Medicare card). Please attach a copy of this document to your application.

Please contact us if you do not have any of these documents. We may be able to help you verify this information another way. Call us on **1800 296 989** or email youpla@treasury.gov.au.

Information on where to pay you the money

Your bank account details

Your funeral director's contact details – you can choose to make a payment directly to your funeral director. To do this, tell us the amount (up to the policy limit) you want paid and the funeral director's contact details.

Having someone else make your application for you

Please fill in the **Alternate Contact Form** if you would like someone to act on your behalf.

You can download at www.treasury.gov.au/youpla or get a copy of by calling us on **1800 296 989** or sending an email to youpla@treasury.gov.au.

If you have someone acting on your behalf and you don't want them to anymore, you can stop this at any time.

