

DEATH OF TAX PRACTITIONER CHECKLIST

We appreciate this is a difficult time, our checklist will assist you in making appropriate arrangements in relation to a deceased tax practitioner's registration.

Access our services

- Access information for an executor, next of kin or authorised contact on the process to notify us of the [Death of a tax practitioner](#).

Notify us about a deceased agent

- Complete our [Notify the death of a tax practitioner](#) form. You will need to upload a copy of the death certificate and supporting documents.

If trading through a partnership or company structure

- Notify us of any changes to the structure via our [Notify change to practice structure](#) form.
- Complete our [Surrender a registration](#) form, if the company or partnership registration is no longer required. It can be surrendered by the partner or director. If the executor is completing this form, they must provide proof that they are the executor. For further information refer to the [Surrender of Tax practitioner checklist](#).

Access ASIC services

- [Contact ASIC](#) to appoint a new director in the event of the death of a single member or director of a proprietary company.

Access ATO services

- Notify the ATO about the death of a tax practitioner by accessing [Notifying us of a death and who will manage the estate](#).
- Manage clients and lodgement programs by visiting [Support for your practice](#) on the ATO website.

Further information

[Contact us](#) via our online form or visit tpb.gov.au.

For ATO enquiries including systems access visit ato.gov.au.