

# Informal Management Checklist

Name: \_\_\_\_\_

18th Birthday date: \_\_\_\_\_

Timeframe: \_\_\_\_\_

Some of these contacts may apply to you but others may not. Please focus on those immediately apparent or those reasonably foreseeable contacts appropriate to your circumstances.

## FIRST STEPS:

- Proof of age (from 15 yrs old)
- My Gov - Centrelink, Medicare (from 15 yrs old)
- NDIA
- Passport

## FINANCIAL:

- Australian Tax Office
- Banks, credit unions, credit cards
- Insurance providers (health, property, vehicle, life, funeral)
- Superannuation funds
- Accountant / financial planner / solicitor
- Australian Business Register (ABN)

## HEALTH SERVICES:

- GP
- Hospital
- Service providers (allied health, dentist, counselling)
- My Health Record online
- Continence Aids Payment Scheme
- Essential medical equipment providers
- Support services (cultural, religious, spiritual advisors)
- Assistance Animal Card

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## EDUCATION & EMPLOYMENT:

- Education providers (school, TAFE, University)
- Unique Student Identifier (USI- access HELP fee payment)
- Employer
- Professional Affiliations (associations, unions)

## PROPERTY:

- Landlord / real estate / Department of Housing (public Housing)
- Local Council
- Department of Transport & Main Roads (vehicle)

## UTILITIES & MAIL:

- Australia Post Office
- Telecommunications and network providers (mobile, internet, landline)
- Utilities providers (electricity, gas, water)

## LIFESTYLE & PERSONAL:

- Pet care (vet)
- Community groups, clubs, memberships (library, RSL, sports)
- Social Media (Facebook, Instagram)
- Ongoing subscriptions (Foxtel, Netflix, gym, loyalty programs)

## OTHER:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## CONTACT DETAILS:

Centrelink: 132 300 [servicesaustralia.gov.au](https://servicesaustralia.gov.au)

NDIA:

Medicare: 132011 [servicesaustralia.gov.au](https://servicesaustralia.gov.au)

Australian Taxation Office: 132 861 [ato.gov.au](https://ato.gov.au)

Australia Post: 137 678

Department of Main Roads: 132 380

Department of Housing: Housing Service Centre

Unique Student Identifier: