

# Checklist ✓

This checklist is a useful reminder of items you need to attend to, and information you need to find, from the day you are notified of impending redundancy up to the weeks following completion of your last day in the workplace.

Use this checklist in conjunction with the **RedundancyInfoLink** website [www.redundancyinfoLink.com.au](http://www.redundancyinfoLink.com.au)



## Timeline

Date of initial notice	
Final day of working	
Human Resources contact that I can access after finishing at the work site	(name and number)
Date to register with Centrelink	(register 3 months prior to completion at the workplace)
<b>Additional considerations where applicable</b>	
Security pass/ keys	(date of return to employer)
Company mobile phone	(return date, changing account name)
Lap top/ notebook/ tablet	(use and return date, changing accounts to your name)
E-tag	(changing accounts to your name)
Other	



## Payout details

After tax pay-out figure	
How much of this pay-out will I need to use each week?	(you will need to complete a budget to work this figure out)
How long do I anticipate this pay-out lasting?	(you will need to complete a budget to work this out)

### Centrelink

Registration date	<i>(register 3 months prior to completion at the workplace)</i>
Customer number and JobSeeker ID number	<i>(JSID given to you by Centrelink when you register as a job-seeker)</i>
Service Stream number	<i>(are you entitled to Stream 1 Limited, Stream 1, 2, 3 or 4 level of service?)</i>
Employment Service Provider details <i>(related to delivering service level mentioned above)</i>	<i>(name, site address, contact number, consultant name)</i>
End of <i>Income Maintenance Period</i> and <i>Liquid Assets Waiting Period</i>	<i>(when you will begin to receive payments?)</i>
Family Tax Benefit Part A or B	<i>(how does your redundancy affect your eligibility?)</i>
Low Income Health Care Card	<i>(will you become eligible for this if not already?)</i>
Rent Assistance	<i>(will you become eligible for this if not already?)</i>
Advance Payment	<i>(will you become eligible for this if not already?)</i>
Automatic Bill Payment (Centrepay)	<i>(will you become eligible for this if not already?)</i>

### Other considerations

<b>Superannuation</b>	
Check for other Superannuation accounts	<i>(complete 'roll-over' if necessary)</i>
<b>Financial Planning</b>	
Private, professional financial advice	<i>(details of appointments/ appointments that need to be made)</i>
Accessing free financial advice in your local area	<i>(contact details of agencies able to assist you)</i>
<b>Self-care</b>	
Contact details of counselling services (private or free) in your area	<i>(in case you require assistance in coping with your transition)</i>