

Separating from your partner can be an emotional and traumatic time. We understand it's not easy, so here is a checklist which will assist you. This checklist is not a list for one party to gain advantage over the other, but is a checklist we recommend both parties action. Completing these steps will help you both to separate with minimal stress and drama.

1 Separation Date

- The date of separation is the date one party views the relationship is over and communicates or manifests that to the other party.
- Record the date of your separation – as this date is relevant for your financial separation, application for divorce and Centrelink benefit applications.

2 Family Home

- Are you or your partner intending to remain in your family home?
- You can separate from your partner but continue to live in the same home.

3 Bank Accounts

- If you do not have one, open a bank account in your name only.
- Get copies of all current bank accounts, as at the date of separation.
- Document whether you and/or your partner can access bank accounts.

4 Credit Cards & Loans

- If you do not have one, apply for a credit card in your name only.
- Get copies of all credit card and loan statements, as at the date of separation.
- Document whether you and/or your partner can withdraw funds from credit cards or loan redraw facilities without the approval of the other.

5 Direct Debits and Loan Payments

- Document all direct debits and loan repayments that are in place and the bank account from which the payments are made.

Divide – Simple Financial Separation (“Divide”) does not provide legal advice, we are Chartered Accountants.

This is general information only and does not constitute advice which may be relied upon.

Please contact Divide on 07 3367 5380 or via email at moveon@div-ide.com.au to discuss your specific situation.

6 Phone, Electricity & Other Services

- Obtain copies of invoices, where possible, for each of your phones and the services provided to the family (eg electricity, home phone, internet, entertainment subscriptions etc)
- Document in whose name each of these services are registered.

7 Email & Postal Addresses

- If you only have a joint family email, create an email address in your name only with a password known only to you and your mobile number for 2 stage identification/password reset.
- If you have an email in your name only, change your password to one known only to you and ensure your mobile number is listed for 2 stage identification/password reset.
- Get a PO Box or establish a mailing address different from your home address.
- Amend your mailing address to your new address.

8 Insurances

- Document any insurance you have in place and who is the owner of the policy and beneficiary of any policy.

9 Superannuation

- Get copies of your current superannuation accounts, including listed beneficiaries.

10 Wills and Powers of Attorney

- Get a copy of your Will, any Powers of Attorney/Health Directives and determine what would occur if you became incapacitated or passed away:
 - i. who has been nominated to care for your children (if any),
 - ii. how assets owned jointly with your former partner and the balance of your estate are to be distributed.