



Public trustees and private trustee companies – Day 1 Notification

How to lodge a Day 1 notification form to notify us of a death, appointment or request tax and super information.

Last updated 4 June 2025

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Get the form

Double clicking the form won't open it. The form will **not** load on a **mobile device**, **tablet** or within a **browser**.

To complete the form, you **must** save it to your **desktop computer** or **laptop** (with the latest version of **Adobe Acrobat** installed).

- To download the form, right click on the link below and select **Save target** as (or a similar option for your internet browser) to save the form to your computer.

[Day 1 Notification form \(NAT 75287, PDF 1.4MB\)](#) 

- Open your saved form with Adobe Acrobat Reader DC and enable JavaScript if prompted before filling in the form.
- Use the fill and sign option to complete the declaration section (section E)
 - select in the signature box

- upload your saved signature image.
- Once you've completed your form, save it using the **Save form** button at the end of the form.

Tip: Update your default app for pdf file types to Adobe Acrobat Reader DC to open all pdf files with Adobe Acrobat.

When to use the Day 1 Notification form

You submit the *Day 1 Notification form* with us to:

- lodge an official notification of death
- officially advise that you have been appointed as a guardian or legal personal representative (such as an executor or administrator with grant of probate or letters of administration)
- request access to a deceased person's other information, such as
 - the client's tax file number (TFN)
 - the latest tax return
 - the latest notice of assessment (NOA)
 - the last business activity statement
 - a statement of income details (2002 to current)
 - a search for lost and unclaimed superannuation
- lodge an application for payment of ATO-held super.

You must have access to *Online services for agents* or *Online services for business* to submit this form to us.

The *Day 1 Notification form* replaces the previous multiple requests that were required to submit this information in the past. The form has been available from 25 April 2020.

To submit the form

Attach the *Trustee day 1 notification* form, supporting documentation or forms in either a:

- **Practice mail message** in Online services for agents
- **Secure mail** in Online services for business.

Use:

- Trustee Services for **Topic**
- Day 1 Notification for **Subject**.

We will send a reply to your online message providing all available information. This can take up to 15 business days.

Note: You must submit all documents that establish your authority to represent the client as required by your state or territory. The copies must be **certified by a Justice of the Peace or other ATO-approved certifier**.

For details about the personal information we collect from you, see [Privacy notice – Trustee Day 1 notification](#).

QC 62107

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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