

## Survivor's Checklist

### To Do Immediately After Death

- Check for any written instructions for the body disposition, funeral plans and other details on mywonderfullife.com
- Notify Funeral home (if necessary)
- Contact family, friends, and co-workers who may not be aware of the death (see your loved one's MyWonderfulLife.com book for whom to contact)
- Gather information for obituary and contact newspapers
- Contact deceased's employer
- Take security precautions
  - Assign a house sitter
  - Remove valuable items from deceased's house
  - Forward mail
  - Cancel newspapers
- Remove any jewelry from deceased

### Funeral Arrangements to be made\*

- Select clergy
- Choose funeral home
- Decide the location of the service
- Decide on place and time of funeral service
- Inquire about special religious services
- Choose a burial container
- Choose a burial site (find burial property documentation of ownership)
- Decide either outer burial container or crypt
- Pick out clothing for the deceased (if necessary)
- Choose scripture to be read
- Choose individual(s) to read eulogies
- Pick type of flowers and music
- Choose pallbearers
- Order a funeral limousine
- Find type of religious, fraternal or military service of deceased
- Choose the memorial type and inscription
- Sign necessary papers for burial permit
- Choose a charitable organization(s) to receive donations

### Facts to Find for Obituary

*(Many of these facts can be found in your loved one's MyWonderfulLife.com book.)*

- Given name
- Armed services number
- Date and birthplace
- Occupation and employer
- Mother's maiden name and birthplace
- Father's name and birthplace
- Those who have preceded in death

- Survivors and relationship to deceased
- Hobbies, interests
- Schools attended

**Other Things to Do Before Funeral\***

- Meet with funeral director and clergy
- Arrange care for infants or other minor children
- Greet friends and family at service
- Meet out-of-town attendees
- Write a eulogy
- Search for special wishes included in will
- Keep a list of callers, flower tributes and donations
- Provide lodging for out-of-town attendees
- Answer phone calls and letters
- Pick out clothing for surviving spouse and children
- Prepare your home for family and friends

**Documents to Locate**

*(Check your loved one's MyWonderfulLife.com book to see if they left any information on where to find these documents.)*

- Will
- Birth certificate
- Social Security card
- Military discharge papers
- Insurance policies (health, life, property)
- Citizenship papers (if appropriate)
- Automobile title
- Property deeds
- Marriage license
- Income tax returns (past two years)
- Disability claims (if any)
- All documents necessary for deceased's taxes (ask your accountant)

**Notify the Following\***

- Attorney, accountant, executor of estate
- Cemetery and funeral home
- Family members
- Close friends
- Doctor
- All insurance agents
- Religious, fraternal, civic organizations

**Bills To Be Paid\***

- Funeral director
- Family burial space
- Clergy
- Interment/burial services

- Florist
- Memorials
- Funeral services
- Limousines and funeral coach (hearse)
- Refreshments
- Clothing
- Medicine and drugs
- Musicians
- Others (rent, mortgage, taxes)

**Things to do after the Funeral**

- Obtain 10-15 death certificates
- Contact your local Social Security Office
- Call all possible pension or retirement services and insurance agents of descendant to inquire about death benefits
- Order thank you cards for flowers, donations, etc.

*\*All are only applicable if necessary. Check your loved one's MyWonderfulLife.com book to determine which arrangements to make.*