

CHECK LIST

- _____ Decide on time & place of funeral or memorial service.
- _____ Make a list of immediate family, close friends, employer or business colleagues. Notify each by phone.
- _____ If flowers are to be omitted, decide on an appropriate memorial to which gifts may be made (church, library, school, or another charity).
- _____ Notify insurance companies, including automobile insurance, for immediate cancellation and available refund.
- _____ Arrange for members of family or close friends to take turns answering the door or phone. Remember to keep a record of calls.
- _____ Arrange hospitality for visiting relatives and friends.
- _____ Arrange appropriate child care.
- _____ Coordinate the supplying of food for the next several days.
- _____ Consider special needs of the household such as cleaning etc... Any of which may be done by a close friend. Take advantage of help offered by others.
- _____ Select Pall Bearers and notify them. Avoid men with heart or back difficulties, or make them honorary Pall Bearers.
- _____ Notify lawyer and/or executor. Obtain several copies of death certificates.
- _____ Plan for disposition of flowers after funeral. Hospitals and rest homes welcome flower arrangements (obtain permission first).
- _____ Prepare a list of people to send acknowledgments of gifts to. For example: flowers, cards, calls, gifts of food etc... Send either written or printed acknowledgements.
- _____ Carefully check all life, and casualty insurance and death benefits.

Including, but not limited to: Social Security, Credit Union, Trade Union, Fraternal Military etc... Also check on income for survivors from these sources.

- _____ Promptly check on all debts and installment payments. Some may carry insurance clauses that will cancel them. If there is a delay in meeting payments, consult with creditors and ask them for additional time.
- _____ If deceased was living alone, notify utilities and landlord. Tell the post office where to forward mail. Take precautions against thieves.
- _____ Contact banks/credit unions to have the accounts changed to the proper names.
- _____ Have all property titles changed.
- _____ Go to the Department of Motor Vehicles, have registration name changed.
- _____ United States Government employees at McClellan AFB contact the Personnel Department or Board for Benefits at 916-643-5702.
- _____ State of California employees should contact the Post Retirement Services Department located at 400 P St. Room 1350, Sacramento, CA or call 916-326-3848.
- _____ For railroad death benefits, contact the Railroad Retirement Board at 2987 Fulton Ave, Sacramento, CA or call 916-978-4221.