

Bereavement Support Services

What To Do When Someone Dies

This helpful guide has been prepared in order to assist you with some key tasks and likely necessary documentation to keep in mind as important in preparing for the passing of your loved one. If you have questions or concerns about any of the information below, please contact the bereavement department and we will be glad to assist you. If we do not have an answer to one of your specific questions, we will do our best to put you in touch with a qualified professional who does.

Things to keep in mind in the immediate aftermath of your loved one's death:

1. Call Hospice. RN Will Do Pronouncement.
2. Contact Funeral Home.
3. Notify Family, or Friends.
4. Make Arrangements for Pets.

YOU WILL NEED

Important Contacts:

- Attorney Name & Contact Information
- Accountant Name & Contact Information
- Executor Name & Contact Information

WILL

- Location of Original
- Location of Copy
- Date of Will Preparation
- Attorney who prepared Will
- Executor of Will
- Witnesses of Will

FINANCIAL INFORMATION

- Bank Accounts (savings & checking)
- Bank Names, Addresses, All Account Numbers
- Names on Account
- 401k/IRA & Retirement Plans

- Names of Company's & all Account & Contact information
- Safe deposit Box, Name of Banks
- Address & Telephone Numbers
- Pension or Union Plan Name addresses & Account Numbers

LIFE INSURANCE

Name of Company, Policy Number, Amount & Beneficiaries

OTHER ITEMS

- Location of Birth Certificate
- Location of Last Tax Return
- Auto Registration, Lease.
- Property Owned.
- Location of Deed, and Mortgage
- Location of Name of Mortgage Company

FUNERAL HOME

1. Type of Funeral.
2. Assist with Scheduling Service/Visitation.
3. Burial, or Cremation.
4. Final Resting Place.
5. Selection of Goods, (i.e) Flowers, Prayer cards, Music.
6. Submission to Newspaper. (Obituary)
7. Funeral Home will need: Social Security Number, Date, and Place of Birth, Fathers Full Name, Mothers Full Name, and Maiden Name, Address, Occupation and Education.
 - a. Military Information if a Veteran. If you would like Military Honors, or would like a Military resting place in Veteran's Cemetery, then their DD214 discharge is required.

BEFORE GOING TO FUNERAL HOME

1. Bring Clothing that you have selected.
2. Determine amount of Death Certificates are needed for insurance, etc.
 - a. Average required is ten.
3. Compose, with family what you would like in Obituary.
4. Review Type of Arrangements you & Family have discussed/agreed upon.