



Procedure at Death

1. Locate organ donor card.
2. Locate burial instructions.
3. Call bank and arrange for an inventory of safety deposit boxes.
4. Call attorney: he/she will file the will.
5. Contact mortuary to make arrangements, including applying for Social Security and other burial allowances.
6. Contact decedent's employer and also ask about possible employee benefits. Contact the military, if decedent served, for possible benefits.
7. Notify all life insurance companies: make extra copy of all policies.
8. See if decedent's automobile needs to be secured or title changed.
9. Check on status on income tax returns and notification of IRS concerning the death.
10. Obtain several certified copies of death certificate from funeral home, Health Dept. or Bureau of Vital Statistics.
11. Get account books for all savings and checking accounts and certificates of deposit.
12. Terminate or change billing on telephone, electricity, Cable TV, gas, water and sewage services.
13. Cancel and destroy decedent's credit cards.
14. Ascertain if you can get refunds for unused premiums on life and medical insurance and any other prepaid arrangements.
15. Identify and arrange payments for any outstanding bills of the decedent - credit cards from stores, etc.
16. Determine whether or not you should file a tax return for decedent -- depending on how much income decedent had in the year decedent died.