

■ Checklist: What to Do at the Time of Death

What to do immediately:

- Read *Final Wishes* chapter of this book to learn about decedent's wishes.
- Contact the funeral home or memorial society.
- Contact my attorney, executor and clergyman.
- Notify friends, family and employer.
- Communicate funeral arrangements to those on decedent's "people to notify list."
- Submit an obituary to the local newspaper(s).
- Keep track of all flowers, cards and donations received.
- Obtain a minimum of eight certified copies of death certificate. (The funeral home or memorial society will usually obtain these for you.)

What to do after the funeral or memorial service:

- Send notes to acknowledge expressions of sympathy.
- Meet with attorney to discuss the administration of decedent's estate. Take the following documents:
 - Original will
 - Copies of death certificate
 - A copy of decedent's birth certificate
 - Financial statements and relevant forms from this book
 - Prior year tax returns
 - Decedent's Social Security number and Veterans' Affairs identification number (if applicable)