



WHEN A LOVED ONE PASSES AWAY

IMMEDIATELY FOLLOWING THE DEATH, YOU SHOULD:

- Contact your minister and or fraternal, and civic organizations that your loved one was a member of.
- Alert immediate family members and close friends.
- If applicable, notify agent under power of attorney.
- Alert the executor of your loved one's will.
- Notify your attorney regarding probate of the estate.
- Arrange for the care of any dependents.
- If the deceased had any pets, arrange for their immediate care.
- Remove the valuables from the deceased home, secure the residence and take steps to make sure the home appears occupied (use of light timers) .
- Dispose of any perishables left in the deceased home such as food refrigerated items, and existing refuse.
- Alert the post office to forward the deceased's mail.
- Locate loved one's important documents:
 - Will
 - Birth certificate
 - Social Security Card
 - Marriage License
 - Military Discharge Papers (DD-214)
 - Deed to burial property
 - Copy of funeral prearrangements
 - Life Insurance policies
- Compile information that the funeral home will need in order to finalize the death certificate; use attached worksheet.



INFORMATION REQUIRED FOR ARIZONA DEATH CERTIFICATE

Name of deceased (first, middle, last): _____

Address (city, state, zip code, county): _____

Sex: Male Female

Race: _____ Was deceased of Hispanic origin? _____

If yes, Indicate Mexican, Spanish, Puerto Rican, Cuban etc.: _____

City and State of Birth: _____

Date of Birth: _____ Age: _____

If Veteran, specify war and/or branch of service: _____

Social Security number: _____

Citizen of what country: _____

Usual Occupation: _____

Retired? Yes No

How long resided in Arizona? _____

Previous state of residence: _____

Father's name: _____

Father's birth city and state: _____

Mother's name and maiden name: _____

Mother's birth city and state: _____

Education (number of years: 0-12): _____ College (1-4 or 5+) _____

Married Never Married Widowed Divorced

Spouse (first, middle, maiden name): _____

WITHIN ONE MONTH OF DEATH, YOU SHOULD:

- Consult with attorney about probate.
- Meet with an accountant to discuss estate taxes.
- File claims with insurance companies.
- Contact Social Security Administration and other government offices that may have been making payments to the decedent. If the decedent was your spouse, inquire about your eligibility for new benefits.
- Social Security Administration 1-800-772-1213
- Notify the Registrar of Voters
- 1-800-877-843-8683
- Cancel any unnecessary home services/subscriptions and memberships such as cable, newspaper, health clubs, Rotary, Lion's ect.
- Contact the Department of Motor Vehicles to cancel deceased's drivers license and transfer titles of registered motor vehicles.
- 602-255-0072
- Cancel any prescriptions.
- If your loved one was a veteran, inquire about benefits you may be entitled to through the VA.
- Department of Veteran's Affairs 1-800-827-1000
- Notify all three credit reporting agencies:
- Equifax 1-800-685-1111 www.equifax.com
- TransUnion 1-800-888-4213 www.transUnion.com
- Experian 1-888-397-3742 www.Experian.com
- Obtain a copy of the deceased's credit report.
- Check for any life insurance benefits available through existing credit card or loan accounts.
- File any outstanding claims for health insurance or Medicare Benefits.
- Obtain copies of deceased's outstanding bills.
- Locate important paperwork of the deceased that will be necessary for settlement of their estate:
- At least 12 copies of the Certified Death Certificate
- Real estate titles
- Loan paperwork
- Stock Certificates
- Loan Paperwork
- Bank and retirement account statements
- Last 4 years of tax returns
- Advise all creditors in writing that a death has occurred, see attached sheet.
- Change ownerships of assets and lines of credit.
- Update your will.
- Update beneficiaries of life insurance policies, if necessary.
- Send acknowledgement cards for flowers, donations, food, or any significant gestures of kindness. Also remember to thank Pallbearers.