

# 67 THINGS THAT MUST BE DONE

### NOTIFY IMMEDIATELY

1. The doctor or doctors
2. The funeral director
3. The cemetery
4. Relatives
5. Friends
6. Deceased's employer
7. Employers of relatives missing work
8. Insurance agents (life, health, etc.)
9. Attorney & accountant
10. Clergy and house of worship

### DECIDE & ARRANGE IMMEDIATELY

11. Select funeral director\*
12. Select cemetery\*
13. Purchase burial property\*
14. Select the casket\*
15. Select the vault\*
16. Select the memorial\*
17. Decide location of service
18. Select clergy or person
19. Provide information for eulogy
20. Select flowers
21. Arrange for music & visitation
22. Arrange type of service (military, etc.)
23. Provide obituary to newspaper
24. Answer calls, message & letters
25. Get addresses for thank-you cards
26. Meet with funeral director
27. Check & sign burial permit
28. Arrange for special memorial services
29. Check the will for special wishes
30. Order death certificate
31. Look after house, children & pets

### SECURE VITAL STATISTICS

All of this information is required for the Death Certificate issued by the Board of Health.

32. Name, home address & telephone
33. How long in state
34. Business name, address, phone
35. Occupation & title
36. Social Security Number
37. Veteran's Serial Number
38. Date of birth
39. Place of birth
40. U.S. citizenship
41. Father's name
42. Father's birthplace
43. Mother's maiden name
44. Mother's birthplace
45. Religious name (if any)

### COLLECT DOCUMENTS

All of this information is required to establish rights for insurance, pension, Social Security, etc.)

46. Funeral certificate
47. Deed to burial property
48. Will
49. Legal proof of age or birth certificate
50. Social Security card or number
51. Marriage license
52. Citizenship papers
53. Insurance policies
54. Bank books
55. Deeds to property
56. Bill of sale of car
57. Tax returns, receipts, checks
58. Veteran's discharge certificate
59. Disability & pension claims

### PAY THE FOLLOWING

60. Funeral home services\*
61. Burial plot, mausoleum or niche\*
62. Vault\*
63. Casket\*
64. Interment Charge (opening & closing of burial space)\*
65. Clergy
66. House of worship
67. Transportation

*\*These items can all be taken care of in advance of need.*

