



# What to do When Someone Dies: A Checklist

## Immediately after the death:

- Call 911, funeral home or hospice to notify of passing.  
**Please note:** if you're using a hospice service, do **NOT** call 911.
- Inform close family and friends of death.
- Arrange care for any pets or children.
- Carry out any body/organ donation arrangements.

## Secure the home:

- Dispose of perishable foods or items in the home.
- Take trash out and ensure valuables are stored away or removed from the property.
- Lock all the doors and windows before leaving the home.

## Shortly after the death:

- Inform the deceased's employer (if applicable).
- Notify Power of Attorney (if not you).
- Inform any groups or organizations that the deceased was apart of.
- Ask the post office to forward the deceased's mail.
- Provide funeral home with the deceased's personal information to obtain death certificate.
- Cancel any subscriptions/services (cable, newspaper delivery, phone services).
- Remove deceased from mailing lists.
- Delete or memorialize social media accounts.
- Close email accounts.

## Planning the funeral:

- Locate any predetermined funeral/service plans.
- Speak to funeral home to arrange services and/or burial.
- Meet with pastor to plan funeral (if applicable).
- Thank friends and family.
- Write and publish an obituary/death notice.
- Write and send out thank you notes after service.

(continued on reverse)



## Legal Matters:

- Secure the death certificate (your lawyer or funeral home can assist).
- Locate important documents:
  - Will
  - Birth certificate
  - Social Security card
  - Marriage and military documents
  - Deed to burial/cremation property
  - Life insurance policies
- Consult with an attorney about probate.
- File claim(s) with life insurance companies.
- Notify Registrar of Voters of the passing.
- Cancel deceased's driver's license and transfer titles of registered vehicles.
- File any outstanding claims for health insurance or Medicare.
- Obtain copies of the deceased's outstanding bills/loans.
- Collect paperwork to settle deceased's estate:
  - Certified death certificate
  - Real estate deeds and titles
  - Stock certificates
  - Loan paperwork
  - Bank and retirement account statements
  - Last four years of tax returns
- Advise all creditors in writing that a death has occurred.
- One year after death file deceased's taxes.