

## 10 Things to do Immediately when Someone Dies...

*Courtesy of Executor's Checklist*

*Do you too have feelings of stress and frustration when you think about the passing of a loved one? Do you feel anxiety at the thought of getting all the affairs in order? Do you know what steps to take? What to do on day one, day two...?*

Do you know what decisions to make? Who to contact? Where ALL the important documents are located? Do you know where to find the Will... then again, is there a Will? Where are the birth certificates and the social security cards? Where are the home/auto/life insurance policies? How about the bank information - where are the passbooks and debit cards located?

What are the first steps to take when someone dies! If you have been named or suspect that you are helping with the affairs of a loved one who has recently passed away, then the following are 10 things to do immediately:

1. **Consult with the authorities** regarding organ donor use. Is this a consideration and depending on the circumstances, can the organs be donated?
2. **Contact...** family members, close friends, the deceased's employer, any religious advisors (as required). The deceased's attorney, accountant and financial planner.
3. **Make arrangements** for the temporary care of all minor children and pets. Farmers/Ranchers are to make provisions for the care of their animals and farm/ranch operations.
4. **Locate the Will.** Contact the deceased's lawyer or check in the safety deposit box. When all those efforts fail, the filing cabinets or dresser drawers might be the next place to look.
5. **No Will. Don't despair!** An application to the Probate Court allows for the appointment of an Administrator to carry out the duties and responsibilities of estate administration. The laws of each state will govern the actions of the Administrator. In Canada, an application to the Court of Queen's Bench

- Surrogate Matter, allows for the appointment of an Administrator to carry out the duties and responsibilities of estate administration. Check the phone book for the local office near you.

6. Were there any **pre-planned funeral arrangements**? If so, contact the organization / business that the deceased made arrangements with for the funeral / celebration of life service plans
7. **Contact the funeral home** to set up an appointment within the next 24 hours. You will be asked to make decisions in regards to the funeral service. Do not feel pressured or intimidated... if you feel you need a second meeting with the Funeral Director, do not hesitate to request a little more time. A day or two will not have adverse affects on the service that you plan. As long as the deceased is properly cared for, you have time to make the best decisions. Be prepared for the funeral home to request a financial deposit.
8. **Gather information**, including pictures, to be used in the obituary and eulogy. Collect stories about the deceased and determine who will be speaking at the ceremony
9. **Obtain copies** of both the Coroner's death certificate and the Funeral Director's Statement of Death. A Death Certificate can also be obtained at a local registry office
10. **Documentation:** record all expenses that relate to the funeral / celebration of life and other costs that may occur. Keep all receipts!

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