CHECKLIST OF THINGS TO BE DONE

There are a few details that may need to be addressed soon after your loved one's death. We have put together a list in hopes that these suggestions will be helpful to you.

- Choose a funeral home or mortuary. Family, friends or the hospital staff can help with this decision. Once one is chosen, the funeral home or mortuary will assist you in planning your loved one's final arrangements (Refer to Lifesharing FH list)

- In most cases the funeral home or mortuary will report the death to Social Security. For determining if you are eligible for benefits contact Social Security at (800) 772-1213 or www.socialsecurity.gov

- If your loved one was an active member of the military or a veteran you may be able to receive assistance with the funeral, burial plot and other benefits. Contact Decedent Affairs office at (800) 697-6947 or (619) 532-8305

- Contact your loved one's health insurance or employer

- Notify life insurance companies and automobile insurance company

- Contact bank(s) or financial institution(s) concerning any individual or joint accounts held in your loved one's name

- Notify the executor or trustee to locate the will or trust, if one has been prepared

- Notify creditors, credit card companies and tax accountant or tax lawyer to determine if an estate tax return or final income tax return should be filed

- If your loved one was living alone notify the landlord, utilities and tell the post office where to forward the mail

- Notify children's schools, coordinate meals, childcare and have someone keep a record of all phone calls, flowers and people visiting

Keep in mind that no matter how prepared you are, the loss of a loved one can be an emotional and sometime traumatic event. You may find it helpful to designate a family member or friend to help you make phone calls, keep a list of gifts and donations and tend to business matters. Try to take things one minute at a time, one hour at a time and one day at a time.