Raynham Police Department

After Death Occurs Checklist

53 Orchard Street
Raynham, MA 02767

The Raynham Police Department has complied recommendations for tasks to be completed following the passing of a loved one. These guidelines are designed to provide direction and support during an emotionally challenging time. The information offers services as a practical resource to help ensure important responsibilities are addressed in an organized manner.

The following checklist is provided as a guideline.

QR Code Electronic Form

Immediately or in the First Few Days Following the Death, You Should

- Contact the Funeral Home to take your loved one into their care once the coroner or other Official Approves _____
- Contact your Minister ____
- Alert immediate family members and close friends ____
- Delegate others to help with notification calls ____
- If deceased was employed, contact the employer ____
- Notify religious, fraternal, and civic organization that love one belong to_____
- Arrange for care of any dependents ____
- If the deceased had any pets, arrange for the immediate care ____
- Remove any valuables from the deceased's home, secure the residence, and take steps to make the home appear to be occupied (ex: use of lamp timers) ____
- Arrange for the disposal of perishables left in the deceased's home (such as food, refrigerated items, and existing refuse) ____
- Cancel any scheduled appointments of the deceased (medical, dental, therapy, personal services such as haircuts) _____
- Alert the Post Office to forward the deceased mail ____
- Locate loved one's important documents:

  Birth Certificate ____ Social Security Card _____ Marriage License ____
  Will, Power of Attorney or Other Directives _____
  Military Discharge Papers (DD-214) ____

Deed to Burial Property ____ Copy of Funeral Prearrangements ____
Life insurance policies _____

- If applicable, notify designated executor or person assigned legal Power of Attorney ____
- Compile the following information that the funeral home will need in order to finalize the death certificate:

Deceased's first, middle, and last name ____
Deceased's maiden name (if applicable) _____
Deceased's home address ____
Deceased's social security number ____
Deceased's date of birth ____
Deceased's date of death ____
Deceased's age ____
Deceased's gender ____
Race/Ethnicity ____
Marital status ____
Spouse's first and last name ____
Deceased's highest level of education attained ____
Deceased's occupation ____
Deceased's place of birth (city and state) ____
Deceased's Father's Name _____ Birth City ____ Birth State ____
Deceased's Mother's Name ____ Birth City ____ Birth State ____

- If your loved one was a Veteran:

Enter service dates ____
Enter service place ____
Service number ____
Separated from service date ____
Separated from service place ____
Grade, rank or rating ____
Organization and branch of service ____

Within One/Two Weeks of the Death, You Should

- Notify your attorney regarding the possible probate of the estate ____
- Contact the Social Security Administration and other government office that may have been making payments to the deceased ____

Raynham Police Department

After Death Occurs Checklist

53 Orchard Street
Raynham, MA 02767

- If the decedent was your spouse, inquire about your eligibility for new benefits from the Social Security Administration ____
- If the deceased's home will be unoccupied, cancel unnecessary home services (ex: cable or satellite, internet, phone, garbage, newspaper delivery, subscriptions) ____
- Cancel unnecessary insurance (health, auto, homeowner's or renter's, etc.)
  NOTE: Do NOT cancel auto or homeowner's insurance until title has been transferred to new owner.
- Cancel deceased's prescriptions ____

Within One Month of the Death, You Should

- Consult with an attorney about probate ____
- Meet with an accountant to discuss estate taxes ____
- File claims with life insurance companies or notify beneficiaries to do so ____
- Notify the Registrar of Voters ____
- Contact the Department of Motor Vehicles to cancel deceased driver's license and transfer titles ____
- Contact the deceased's employer. Inquire about any 401(K), pension, company benefits, or unpaid wages to which the decedent may be entitled ____
- Obtain a current copy of the deceased's credit report ____
- Notify all three credit reporting agencies of the death ____
- If the death was accidental, verify whether benefits are available on existing insurance policies ____
- Check for any life insurance benefits available through existing credit cards or loan accounts ____
- If your loved one was a veteran, inquire about benefits that you may be entitled to through the VA ____
- File any outstanding claims for health insurance or Medicare ____
- Obtain copies of deceased's outstanding bills. (Consider paying if you need to keep services in place.) ____

- Locate and/or obtain other important paperwork necessary for the settlement of the estate:
  -At least 3-5 copies of the certified Death Certificate ____
  (NOTE: Depending on the number of financial institutions, life insurance policies vehicles and property, you may need 10 or 20 certified copies)

  -Real estate deed and titles ____
  -Stock certificates ____

-Loan paperwork ____
-Bank and retirement account statements ____
-Last 2 years of tax returns ____
-Advise all creditors in writing that a death has occurred ____
-Change ownership of assets and lines of credit ____
-Update your Will, Power of Attorney, and Medical Directives, if necessary ____
-Update beneficiaries on your life insurance policies, if necessary ____
-Send acknowledgment cards for flowers, donations, food, kindness ____
-Remember to thank pallbearers, if any ____
-Remove love one from marketing and mailing lists ____
-Watch deceased mail and email, to identify additional people or businesses that need to be notified ____

Important Contact Information

Department of Veteran's Affairs www.vba.va.gov/VBA 1-800-827-1000

Social Security Administration www.ssa.gov/pgm/links_survivor.htm 1-800-772-1213

Credit Reporting Agencies

Equifax	www.equifax.com	1-800-685-1111
Trans Union	www.transunion.com	1-800-888-4213
Experian	www.experian.com	1-888-397-3742

Common Used Terms

Affidavit: A sworn statement in writing made before an authority figure such as an attorney.

Administrator: Someone who is named to take charge of an estate or the assets of an individual who has died without leaving a will or formal instructions, similar to an "executor".

Certified: In this use, it refers to something genuine that has been officially approved or issued by a recognized authority such as a certified death certificate from the Health Department or document from a financial institution or an attorney.

Decedent: The individual who has died.

Estate: All of things owned by the decedent such as property, household goods, and monies.

Executor: Someone who is named in a will as the person who will make sure that the instructions in the will are properly followed.

Inheritance: Money, property, or goods received from someone upon that individual's death.

Lien: A legal claim on property.

Notary: Also known as a Notary Public, a person authorized to perform certain legal formalities, especially to draw up or certify contracts, deeds, and other documents.

Trust: A legal arrangement where assets are managed by an individual or organization after someone dies.

Will: A legal document in which a person states who will receive their possessions upon their death.