

Cremation Planning RESOURCE KIT

Cremation Since 1983



2103 E 3rd Street
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Tulsa, OK 74104
(918) 599-7337



9120 S Toledo Avenue
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Tulsa, OK 74137
(918) 499-8787

(800) 994-7337 | TulsaCremation.com



The Cremation Society of Oklahoma has been setting the standard for cremation services in the state of Oklahoma for more than 30 years. Specializing exclusively in cremation, we offer Oklahoma families simple, affordable and worry-free cremations. Because we own and operate our own crematories, your loved one will never leave the shelter of our professional care.

If you have questions about any of these steps or need immediate assistance with cremation arrangements, please contact us at (800) 994-7337. We are here 24/7 to guide and support you through this difficult time.

A handwritten signature in black ink that reads "Riley Caple".

Riley Caple, Managing Director

Cremation Society of Oklahoma

info@TulsaCremation.com

(800) 994-7337




Steps to Take


AFTER A DEATH IN THE FAMILY

When a loved one passes away, you may not be sure where to begin or how to set things in motion for their final arrangements. This resource guide will walk you through the four critical steps you should take immediately following a death in the family.

Step 1: Contact All Necessary Parties


After a loved one's death, the first thing you should do is reach out to the following contacts:


 **Your Loved One's Doctor, Nurse or the Police:** If the death occurs in a health care institution, such as a hospital or nursing home, the attending staff will likely provide you with guidance. If your loved one passes away at home, notify their physician or attending registered nurse right away. However, if your loved one passes away unexpectedly or there are any unusual circumstances surrounding their death, call the police immediately.

 **Cremation Society of Oklahoma:** After you have called the doctor, nurse or police, contact us at (800) 994-7337. We are available 24 hours a day, 7 days a week. You should be prepared to answer a few important questions, such as:

- What is your loved one's full name?
- Where did your loved one pass away?
- Are you the next of kin? If so, what is your contact information?
- If you are not the next of kin, who is? What is their contact information?
- Did your loved one make prearrangements with the Cremation Society of Oklahoma?

Step 2: Make Cremation Arrangements







 **Set an Appointment:** When you call us, we will set an appointment to make cremation arrangements for your loved one. For the appointment, you can visit one of our cremation arrangement locations. We're also available by phone or e-mail for questions.

 **Gather Documents:** Before our appointment, we will ask you to gather some essential details and documents. In order to make arrangements, we will need the following information about your deceased loved one:





- Date and place of birth
- Social Security number
- Full names of parents, including the mother's maiden name

- Marital status and, if married, the spouse's full name
- Education information
- Any veteran's documents, including discharge papers
- Pre-planning documents if the deceased made prearrangements
- A recent photograph
- Clothing for your loved one to wear during the viewing and/or cremation




To make the above even easier, fill out and bring page 6 with you to the appointment.

-  **Choose the Service Venue:** You will need to decide where you would like to hold your loved one's service. You may hold the event at our facility, your church or any other venue of your choice. (Our onsite memorial chapel is perfect for both small, private gatherings and large, public services.)
-  **Schedule Service Date & Time:** Once you have determined where you would like to hold your loved one's service, you will need to schedule a date and time with the venue.
-  **Determine Who Will Officiate:** As we make arrangements, you'll need to decide who will preside over the service—whether it's your pastor, a clergy member, a certified Celebrant or another officiant. We will then contact the person of your choice to ensure they are available to preside over the service. If you and your family wish to lead the service, our expert staff will offer you guidance and suggestions.
-  **Decide What to Do with Your Loved One's Ashes:** During our appointment, we can walk you through the many post-cremation options available to you. Do you want to keep your loved one's cremains in an urn, scatter them in our cremation garden or have them placed in a columbarium niche? You can even choose to send your loved one's ashes on a spaceflight or have them buried in a biodegradable urn in a living tree memorial. The options are virtually endless, and we'll explain all of them to you.
-  **Determine How Many Death Certificates You Need:** We can order copies of the death certificate for you to distribute to all necessary parties, including financial institutions, government agencies and insurance providers.
-  **Create the Obituary:** If you would like our assistance, we can also help you write the obituary for your loved one during our appointment. This service is no additional cost to you.
 - An obituary usually includes a photo, your loved one's age, date of birth, surviving family members, deceased family members, career information, education details, military history, hobbies and memberships as well as details about the location and time of the memorial service.
 - If you wish, we can arrange to run the obituary in the newspaper of your choice. We will also include the tribute on our online obituary page at TulsaCremation.com. On this page, friends, relatives and other loved ones can leave condolence messages and sign the guest book. These online obituary tributes can be easily shared using any social media app, including Facebook and Twitter. This allows you and other loved ones to spread the word about the service and share your thoughts and sympathies with others.

Step 3: Prepare for the Service

-  **Create a Guest List:** Before the service, you and your family will need to compile a list of relatives, friends, neighbors, co-workers, colleagues and anyone else you would like to invite to the memorial service. You may also wish to notify your loved one's church and any other groups or associations of which he or she was a member. We will provide you with an email and/or letter you can send to these guests that includes the obituary as well as the service details.
-  **Start a Thank You List:** In the days following your loved one's death, you will likely receive many cards, gifts, flowers and visitors who wish to express their sympathy. You might want to keep a list of these gifts and visitors so you remember to thank these individuals later. If any flowers, cards or gifts are delivered to our cremation facility, we will notify you immediately.
-  **Arrange for Child Care:** We usually encourage all family members to attend the service so they may find closure and begin their journey to healing. However, if you have very young children, you may not want them to attend. If this is the case, be sure to arrange for a babysitter or other child care during the service.
-  **Think About What You Need:** In the difficult days following a loved one's death, many relatives and friends will ask if you need anything. Consider what you need help with and be prepared to answer this question when it arises. Whether you need friends and relatives to deliver meals to your home, help out with household chores or yardwork, grab a few items at the grocery store, or pick up out-of-town guests from the airport, do not be afraid to ask. After all, your friends truly want to support you through this challenging time, but they often aren't sure how to help.

Step 4: Settle the Estate

-  **Meet with Our Aftercare Specialist:** After your loved one's service, you will need to handle quite a few tasks to settle the estate. You are not alone in this undertaking. After the service, make an appointment with our aftercare specialist. He or she will help you organize all the necessary documents and assist you with filling out required forms. This service is absolutely free of charge.
-  **Notify all Necessary Agencies & Parties:** Our aftercare specialist will help you contact all the appropriate agencies and notify them of your loved one's death. This may include the following:
 - Your loved one's bank, credit union or other financial institution
 - Insurance providers
 - Your loved one's attorney, if applicable
 - Credit card companies (You will need to cancel their credit cards.)
 - Department of Transportation (You will need to cancel your loved one's driver's license.)
 - Do Not Call Registry
-  **Send Thank You Notes:** You may want to send thank you cards to the individuals who sent flowers and gifts, friends who assisted you with everyday tasks and guests who attended your loved one's service.

What to do When a Death Has Occurred

Here are a few friendly reminders for things you may need to complete.

IMMEDIATE NEEDS

- Arrange care for surviving family and pets. Guardians for minor children must petition the court to have guardianship approved.
- Notify friends and family of the death.
- Investigate union, veteran, and life insurance benefits if applicable.
- Notify the deceased's employer's human resource department if employed or receiving a pension.
- Locate wills, codicils, and trusts.
- Inform trust, if applicable.
- Complete Cremation or Memorial Service

WITHIN TWO WEEKS

- Contact the Social Security Administration at 1-800-772-1213. Cancel payments being made to the deceased and/or ask about any benefits that may be available to the family.
- Notify Medicaid, disability, or other agencies as appropriate.
- Investigate employee benefits, including accrued vacation pay, death benefits, retirement plans, deferred compensation, final wages, and medical reimbursement.
- Retain and meet with an attorney regarding estate matters.
- Cancel any direct deposit payments that are made in the name of the deceased.

OTHER THINGS TO CONSIDER

Financial Matters

- Retain and meet with a CPA concerning tax and accounting matters.
- Work with attorney and CPA to prepare asset inventory, list of accounts, and debts.
- Arrange for a final income tax return and estate tax return, as necessary.
- Establish a new bank account to be used to handle all financial matters involved in closing out the deceased's estate. Pay debts and taxes the decedent may owe from the estate.
- Pay, transfer, or close credit cards and charge accounts.
- Contact the financial institution holding the mortgage of the deceased's home and any other outstanding loans.
- Transfer or close IRA and other retirement accounts or investments managed by a broker.
- File appropriate health insurance claims, notifying them that a death has occurred.

Ownership Matters

Revise titles and ownership of anything with the deceased's name on it:

- Checking and Savings Accounts
- Safety Deposit Boxes
- Stocks and Bonds
- Automobile Titles
- Property Titles or Deeds

If you have any questions or there is something we may assist you with, please contact us at any time.

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POLICY, MEMBERSHIP, AND SUBSCRIPTION MATTERS

Close, cancel, or transfer these items as appropriate:

INSURANCE:

- Medical
- Homeowners
- Auto
- Business
- Fire, Theft, Flood or Liability
- Other: _____

MEMBERSHIPS:

- Health Club
- Book Club
- Labor Union
- Fraternal Organization
- Other: _____

UTILITIES:

- Electricity
- Water Gas
- Home and Mobile Phone Service
- Cable TV Service
- Internet Service
- Other: _____

OTHER:

- Lease or Rental Agreements
- U.S. Mail Delivery
- Magazine and Newspaper Delivery
- Other: _____
- Other: _____

Arrangement Information for the State of Oklahoma

| | | | |
|---|---|--|----------------------------|
| 1. LEGAL NAME <i>(First, Middle, Last, Suffix) For the benefit of</i> | | 2. SEX | 3. SOCIAL SECURITY NUMBER |
| 4. EVER IN THE ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO | | 5. DATE OF BIRTH | |
| 6. BIRTHPLACE <i>(City and State or Foreign Country)</i> | 6a. RESIDENCE State | 6b. RESIDENCE County | 6c. RESIDENCE City or Town |
| 6d. RESIDENCE ZIP Code | 6e. RESIDENCE Inside City Limits? <input type="checkbox"/> YES <input type="checkbox"/> NO | 6f. RESIDENCE Street and Number | |
| 7. MARITAL STATUS <input type="checkbox"/> Married <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Married but Separated <input type="checkbox"/> Unknown | | 8. SPOUSE'S NAME <i>(If wife, give name prior to first marriage/maiden name)</i> | |
| 9. FATHER'S NAME <i>(First, Middle, Last)</i> | | 10. MOTHER'S NAME PRIOR TO FIRST MARRIAGE/MAIDEN NAME <i>(First, Middle, Last)</i> | |
| 11. DECEDENT OF HISPANIC ORIGIN? <i>(Check the box that best describes whether the decedent is Spanish, Hispanic, or Latino. Check the NO box if this does not apply to decedent.)</i> <input type="checkbox"/> No, not Spanish, Hispanic, or Latino <input type="checkbox"/> Yes—Mexican, Mexican American, Chicano <input type="checkbox"/> Yes—Puerto Rican <input type="checkbox"/> Yes—Cuban <input type="checkbox"/> Yes—Other Spanish, Hispanic or Latino (specify): _____ | | 12. DECEDENT'S RACE <i>(Check one or more races to indicate what the decedent considered himself or herself to be)</i> <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native _____ <i>(Name of the enrolled or principal tribe)</i> <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (specify) _____ <input type="checkbox"/> Pacific Islander (specify) _____ <input type="checkbox"/> Other (specify) _____ | |
| 13. DECEDENT'S EDUCATION <i>(Check the box that best describes the highest degree or level of school completed)</i> <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th-12th grade, no diploma <input type="checkbox"/> High school graduate or GED completed <input type="checkbox"/> Some college but no degree <input type="checkbox"/> Associate's Degree (e.g. AA, AS) <input type="checkbox"/> Bachelor's Degree (e.g. BA, AB, BS) <input type="checkbox"/> Master's Degree (e.g. Med, MA, MS, Meng, MSW, MBA) <input type="checkbox"/> Doctorate (e.g. PhD, EdD) or Professional Degree (e.g. MD, ID) | | | |
| 14. DECEDENT'S USUAL OCCUPATION <i>(Indicate type of work done; DO NOT USE RETIRED)</i> | | 15. KIND OF BUSINESS/INDUSTRY | |

Signature _____ Phone _____ Date _____



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