



When a loved one passes, it can be difficult to manage the associated logistics. Below please find a check list to help organize your process of making final arrangements and caring for the estate.

- **WILL:**

- ☐ Locate the deceased's final will and testament. Check the will for any special requests.

- **FUNERAL HOME:**

- ☐ Call funeral home to make arrangements for final disposition and services.

- **SOCIAL SECURITY OFFICE:**

- ☐ Contact *Social Security Office* - Hood Mortuary will notify social security of your loved one's passing through Colorado's electronic death registry. You need to contact the Social Security Office in order to determine existing benefits.

- **VETERANS:**

- ☐ Contact your local Veterans Affairs Office for benefits, if your loved one was a veteran. You will need a copy of the certificate of honorable discharge - DD214.
- ☐ Veterans are entitled to burial benefits including a flag, grave marker (plaque, emblem, stone), and burial in a national cemetery. Communication with necessary offices is required to receive these benefits.
- ☐ If you would like graveside military honors, the local VFW must be contacted.

- **INSURANCE/PENSIONS/EMPLOYMENT:**

- ☐ Find copies of life, health, home mortgage, accident, and other insurance policies. (Most will ask for **death certificate**, policy number, your name, age, address and Social Security number, deceased's name, address, occupation, date and place of birth, and date, place and cause of death)
- ☐ Apply for pension/retirement benefits of the deceased (may require **death certificate**).
- ☐ Contact the deceased's employer, if applicable, to see if you qualify for any death benefits.
- ☐ Check your insurance policies' beneficiaries and make needed changes.

- **JOINT ACCOUNTS, ETC.:**

- ☐ Contact utility companies and remove the deceased's name from all accounts. If the deceased lived in the Durango area call *La Plata Electric Association* and see if you qualify for capital credits.
- ☐ Remove deceased's name from all joint accounts (may require **death certificate**).
- ☐ Provide written notification of death to all credit and loan issuers (check to see if any accounts have *credit life insurance* which pays off outstanding balances in the event of a customer's death).
- ☐ Close any email and social media accounts held by the deceased.
- ☐ Contact medical and dental insurers to stop coverage of deceased.
- ☐ Contact the County Recorder's Office where property is owned to remove the deceased's name from any property deeds (may require a copy of the **death certificate**).
- ☐ Bring a copy of the **death certificate** to the local Department of Motor Vehicles in order to remove the deceased's name from titles of vehicles, motor and mobile homes, and boats.

- **TAX RETURNS:**

- ☐ Send a copy of the deceased's **death certificate** with your next tax return if necessary.