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## Tasks That Must Be Done During The Most Difficult Time Of Your Life

The following is a list of actions that must be addressed following the passing of a loved one.

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### A. Collect documents and paperwork

1. Will (check will regarding special wishes)
2. Birth certificate/legal proof of age
3. Citizenship papers
4. Social Security card or number
5. Marriage license
6. Veteran's discharge certificate
7. Veteran's DD214 Service Form
8. Insurance policies (life, health, accident, property, auto) and government forms
9. Disability claims
10. Bank books and listing of accounts
11. Other financial accounts
12. Property deeds
13. Cemetery deed or proof of ownership
14. Auto titles or bill of sale
15. Income tax returns, receipts and cancelled check
16. Important Websites with Usernames and Passwords
17. Living Will, POA wishes/information

### B. Secure vital statistics (required for documents)

18. Full legal name, complete address, telephone number and e-mail
19. Religious name (if any)
20. Date of birth
21. Place of birth
22. Marital status
23. Name of spouse (if married)
24. Spouse's maiden name (if wife)
25. Educational attainment
26. Citizenship
27. Father's name
28. Father's birthplace
29. Mother's name and maiden name
30. Mother's birthplace
31. Number and full names and addresses of all children/grandchildren/great-grandchildren
32. Social Security number
33. Veteran's serial/service number
34. Date and place of service

35. Date of discharge
36. How long at current residence/former residence(s)
37. Occupation, job title, nature of work and employment history
38. Location of workplace, telephone number and e-mail
39. Family origin/heritage

### C. Plan, arrange & notify as soon as possible

40. Decide on funeral home preference
  41. Notify funeral home selected
  42. Schedule arrangement meeting with funeral director
  43. Decide on embalming and other preparation of your loved one
  44. Decide on the location of the funeral service
  45. Select what type of service you desire (religious, fraternal, military, etc.)
  46. Time and place for visitation and funeral service
  47. Arrange for funeral clergy or celebrant
  48. Coordinate with church (if applicable)
  49. Arrange for special religious services
  50. Selection of Scripture and readings (poems, etc.)
  51. Provide information for eulogy
  52. Select casket (open or closed?)
  53. Select outer burial container and/or burial vault
  54. Select urn/keepsakes (if cremation)
  55. Choose clothing for your loved one
  56. Choose jewelry for your loved one
  57. Select cosmetology and hairdressing for your loved one
  58. Obituary
  59. Select charitable contributions for memorials in memory of your loved one
  60. Select items for memento display and/or memorial board
  61. Decide on memorial video production, pictures, music, etc.
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| 62. Select register book, memorial/prayer cards                          | 81. Acknowledging those who help in a special way (contributors of flowers, food, donations, etc.) |
| 63. Select pallbearers   | 82. Arrange for writing thank you notes  |
| 64. Select floral arrangements   | 83. Select memorial/monument setting and inscription.  |
| 65. Arrange for organist, pianist, vocalist (if desired)                 | 84. Health Insurance changes   |
| 66. Arrange for funeral coach  | 85. Contact the employer of your loved one   |
| 67. Arrange limousine for family and pallbearers                         | 86. Notify employers of relatives not going to work  |
| 68. Arrange funeral car list for family and guests                       | 87. Notify Social Security Administration  |
| 69. Decide how many certified copies of the death certificate to order   | 88. Notify Veterans Administration   |
| 70. Food for family and out-of-town relatives and guests                 | 89. Notify Insurance agents  |
| 71. Schedule meeting with cemetery representative                        | 90. Contact religious, fraternal, civic organizations and unions                                   |
| 72. Make cemetery arrangements   | 91. Contact attorney, accountant, financial planner and executor of estate                         |
| 73. Secure interment space and get exact location of burial/disposition. | 92. Notify credit card companies   |
| 74. Arrange for opening and closing of the grave/mausoleum/niche space   | 93. Contact utility companies to change names, accounts, etc.                                      |
| 75. Arrange graveside or chapel for cemetery committal service           | 94. Plan for payment of funeral expenses   |
| 76. Notify all family members & friends                                  | 95. Plan for payment of medical expenses   |
| 77. Transportation for family and guests                                 | 96. Plan for payment of hospital/nursing home expenses   |
| 78. Arrange transportation and lodging for out-of-town guests            | 97. Secure remaining medications and drugs   |
| 79. Decide who will look after children and/or pets during services      | 98. Current and urgent bills (mortgage/rent, taxes, installment payments, etc.)                    |
| 80. Answer phone calls, e-mails, and letters                             |  |

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At Alto-Reste Park, we'll help you plan in advance so your loved ones will not be burdened with decisions regarding your funeral. So consider setting aside just 30 minutes to meet with us and get familiar with making pre-arrangements.

To make an appointment to meet with us,

you can call  
**(814) 944-0879**

or visit our website  
**[www.alto-reste.com](http://www.alto-reste.com)**