



Funeral Planning Checklist

What to Do When Someone Dies

Our deepest condolences at this time of loss. We are here to make the process easier. Funeral Planning Checklist is a guide about what to do when someone dies. Remember that the process of handling a death can vary based on local laws, cultural practices, and individual circumstances. It's essential to consult with professionals and seek guidance from trusted sources during this challenging time.

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Notify Authorities:

- If the person passed away at home, call the local authorities or emergency services to report the death.
- If the person passed away in a hospital or hospice, the staff will handle the necessary procedures.

Contact Close Family and Friends:

- Reach out to immediate family members and close friends to inform them of the death.
- Provide necessary details regarding the situation and any preliminary funeral plans.

Seek Medical Assistance:

- If the person died at home and was not under hospice care, a medical professional will need to confirm the death and issue a death certificate.
- Contact a doctor or medical examiner to fulfill these requirements.

Engage a Funeral Home:

- Research [Memoria Marketplace](#) and select a reputable funeral home to assist with funeral arrangements.
- Contact the funeral home and discuss their services, pricing, and availability.





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Locate Important Documents:

- Gather essential documents such as the will, life insurance policies, and any pre-planned funeral instructions.
- Collect the deceased person's identification, social security card, birth certificate, and marriage certificate if applicable.

Arrange for Transportation of the Body:

- Coordinate with the funeral home to transport the deceased to their facilities.
- Provide necessary information, including the place and time of death.

Initiate Funeral Planning:

- Schedule a meeting with the funeral director to discuss funeral options, such as burial or cremation.
- Make decisions regarding the type of service, location, and any specific requests of the deceased or family.

Notify Employer and Financial Institutions:

- Contact the deceased person's employer to inform them of the death and inquire about any employee benefits or insurance policies.
- Notify banks, credit card companies, and other financial institutions to close or freeze accounts, if necessary.

Obtain Death Certificates:

- Request multiple copies of the death certificate from the relevant authorities or the funeral home.
- These certificates will be required for legal and administrative purposes, including handling the deceased person's estate.

Notify Government Agencies:

- Contact the Social Security Administration to report the death and inquire about survivor benefits or other entitlements.
- Inform the Department of Motor Vehicles to cancel the person's driver's license.





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Inform Service Providers:

- Cancel or transfer utilities, phone services, internet, cable, and any other subscriptions in the deceased person's name.
- Notify the post office to forward mail or arrange for mail redirection.

Address Financial Matters:

- Notify the deceased person's attorney or executor to initiate the probate process, if necessary.
- Contact insurance companies, pension providers, and investment firms to start the claims process.

Organize the Deceased's Belongings:

- Sort through personal belongings and valuable items of the deceased.
- Determine how to distribute or handle these possessions according to the person's wishes or legal requirements.

Plan the Funeral or Memorial Service:

- Work closely with the funeral home to arrange the details of the funeral or memorial service.
- Consider preferences and traditions of the deceased, including religious or cultural customs.
- Create a [Memoria Page](#) digital tribute obituary.

Seek Support:

- Reach out to support networks, friends, or grief counseling services to help cope with the emotional impact of the loss.
- Allow yourself time to grieve and process the loss, seeking assistance when needed.



