

## What to do **Before** your or a loved one departs for Eternity:

1. Obtain Life Insurance and list a beneficiary.
2. Choose an executor of your “estate”, this can be done online and notarized if no complications.
3. Have a card signed at your banking institution by your chosen person, so they can access funds after your departure.
4. Have a will done, (this can be done online and notarized if it is a “simple” will. If you have minor children a custodian must be listed.
5. Decide on organ donorship, can be done thru the DMV and put on a driver’s license.
6. Choose a medical proxy, can also be done online and notarized.

Florida law: If someone dies “intestate” all their “assets” will go into probate which can take two years to go thru court before the family has any access. Even if someone thinks they do not have any assets/valuables they should still have a will done.

## What to do **After** a loved one departs for Eternity:

### **First 24 hours:**

1. Get a legal certification of death.
2. Get 2-3 dozen **certified** copies of a death certificate, for banks, insurance companies, etc....
3. Notify immediate family, ask them to contact others for you.
4. Notify their Pastor/Priest or funeral home director (if not a member of a church)  
*(Church members are considered those who attend services weekly and participate in their congregations in giving/serving)* Those who are not members of a Church in this manner typically contact a funeral home director for services/arrangements.
5. Ask someone to look after pets, (if applicable)

### **First 3 days:**

6. Make arrangements with their Church or Funeral home as to service.
7. Begin the service arrangements
8. Schedule an obituary
9. Contact lawyer and executor of the estate
10. Notify the Social Security Administration
11. Contact the life insurance agency

### **First 7 days:**

12. Contact the DMV
13. Contact the Veterans or Civil Service organization (If Applicable) to see about benefits
14. Cancel services and subscriptions

Personal Notes:

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