

## LOSS OF LOVED ONE CHECKLIST

Suggested items to take care of upon the loss of a loved one

### General

- Take your time making big decisions such as relocating, changing jobs, changing investments, large purchases, etc.
- Be selective when asking for advice
- Allow yourself time to grieve
- Delay changing title and transferring assets until you understand the whole estate plan
- Delegate tasks to employed advisers, family members and friends
- Don't think that everything needs to be done at once

### Immediate Tasks

- Contact friends and relatives
- Arrange for care of individuals or pets cared for by deceased
- Cancel food services, if necessary
- Cancel health agency aids, if necessary
- Begin making funeral arrangements
  - Keep record of all payments for funeral expenses
- Order 10-20 original copies of the death certificate
- Ensure sufficient cash is available to meet expenses for the next 90-180 days
- Contact your advisers, inform them of the death and determine any time sensitive actions
  - Attorney
  - Financial planner
  - Insurance agents
  - Accountant
  - Executor of estate/trustee of trust
- Write obituary
- Keep track of all expenses incurred that may be of use for the estate or individual tax return
- Keep a notebook of all phone calls, conversations and actions, including dates and person spoken to for all estate related matters.
- Keep copies of all estate-related correspondence.

### How to contact Blankinship & Foster:

Phone: 858-755-5166 E-mail: [info@bfadvisors.com](mailto:info@bfadvisors.com)

Website: [www.bfadvisors.com](http://www.bfadvisors.com)



# Living Wisely

## Possible Time Sensitive Items

- Disclaimers
- Ordering of valuations/appraisals
- Filing of estate tax returns
- Filing of insurance claims
- Stock options/ restricted stock units

## Discontinue/Change Services

- Terminate deceased's health insurance; request return of "unearned premium"
- Cancel newspaper and magazine subscriptions, if necessary
- Contact U.S. Post office for change of address, if necessary
- Contact the three major credit bureaus to get a death notice placed on the deceased's credit reports. (Equifax, TransUnion, Experian)
- Contact credit card companies
  - Inform them of the death
  - Did the card have a life insurance benefit?
  - Cancel any cards exclusively in deceased's name

## Locate and Gather Important Papers

- Wills and trusts
- Testamentary letters
- Social Security number
- Life insurance policies
- Other insurance policies (health, disability, long term care)
- Bank statements
- Brokerage account statements
- Birth and marriage certificates
- Pre- and post-nuptial agreements
- Safe deposit box inventory and keys
- Liabilities/bill/mortgages
- Employee benefit package
- Military discharge papers
- Deed and title to property
- Recent income tax forms
- Records for current year income taxes
- Automobile title and registration

### How to contact Blankinship & Foster:

Phone: 858-755-5166 E-mail: [info@bfadvisors.com](mailto:info@bfadvisors.com)

Website: [www.bfadvisors.com](http://www.bfadvisors.com)



# Living Wisely

## Contact

- Attorney and accountant to determine who will prepare the estate tax and income tax documents for filing. Get an estimate of fees.
- Social Security Administration
  - File for death benefit (only available for surviving spouse)
  - Update your monthly benefit information or deceased's stop Social Security benefits
    - Local Veteran's office
- Deceased's employer to obtain information about employee benefits, including life insurance, retirement plans, counseling for family members and continued health coverage for family members.
- Call insurance companies to obtain a death claim form, file claims and update the beneficiaries on the policies. These may include:
  - Life insurance
  - Health insurance
  - Auto insurance
  - Umbrella insurance
  - Disability insurance
  - Health insurance

## Physical Assets

- Locate deceased's assets and ensure they are protected, including safety deposit box
- Secure and inventory family heirlooms, antiques, and other personal property of value
- Document inventory by taking photos or videos
- If home is left empty, make sure it is secure. Consider changing locks.

## Transferring Assets

- Meet with attorney, accountant and financial planner to understand any choices that must be made, when they must be made, and who must make them.
- Determine how much needs to be reserved for estate taxes and income taxes
- Consult with beneficiaries to see if there are special cash needs, such as tuition payments, that must be met.
- Obtain an estate Tax Identification number, if necessary

### How to contact Blankinship & Foster:

Phone: 858-755-5166 E-mail: [info@bfadvisors.com](mailto:info@bfadvisors.com)

Website: [www.bfadvisors.com](http://www.bfadvisors.com)



# Living Wisely

## Review/Update/Close Accounts/Change Title

- Properties
- Automobiles
- Leases
- Outstanding loans
- Credit cards
- Checking accounts
- Savings accounts
- Certificate of deposit
- Investment accounts
- IRA and retirement accounts
- Beneficiary Information
  - Life Insurance policies
  - IRAs
- Update wills, trusts, durable power of attorneys, gifts

### How to contact Blankinship & Foster:

Phone: 858-755-5166 E-mail: [info@bfadvisors.com](mailto:info@bfadvisors.com)

Website: [www.bfadvisors.com](http://www.bfadvisors.com)