



Survivor's Checklist

Death Certificates

How many are needed? The number varies by the amount of property & assets held by the deceased. American Heritage will order as many death certificates as you request. Reorders are available at a later date but can take longer. For an accurate account of how many to order you may want to contact each entity for specific information regarding their policies. Ask them: 1) does the death certificate need to be **with or without** cause of death? (Florida Law specifies that items of public record may not have cause of death information); 2) will the certificate be returned or retained for their records? For an estimate of how many to order, review the list below. The items with an asterisk (*) generally require a **certified copy**.

The following is a partial list of items that may need attention:

Insurance Policies notify all companies and file applicable claims:

Life Insurance Policies *

Medical, Health, Dental, Automobile, Travel & Accident Policies

Homeowners Insurance

Other benefits

Social Security (American Heritage will notify the SSA of the death)

Veteran's burial and/or survivor benefits

Pension or retirement benefits*

Workmen's compensation

Banking

Change joint accounts & correct tax ID / social security numbers

Cancel any direct deposit retirement benefit payments

Establish title to safe-deposit box

Cancel individually owned credit card accounts & change the title on jointly held accounts

Change title on any Certificates of Deposit or personal notes

Real Estate

Transfer property/deeds*

Re-establish any outstanding mortgages

Other Assets

Change ownership of joint or solely owned stocks*

Cancel any open orders pending

Move IRA & retirement accounts

Transfer bonds & mutual funds

Other Changes

Provide tax preparer previously filed tax returns & current earnings & dividend statements

Change title on accounts for utilities such as cell/telephone, water, power, & cable

Cancel voter's registration

Cancel driver's license and notify Department of Vehicles to transfer titles on registered vehicles, mobile homes & boats and cancel any vehicle coverage

If there is a will, probate may be necessary. Contact an attorney for advice regarding probate.

Other Considerations

Acknowledgement Cards for Flowers, Donations, Food, Gifts, etc.

Consider needs for disposition of ashes: Scatter, Burial, Inurnment.

Obituaries in Florida are not generally required. Most papers now take them from the family; Proofread & don't be rushed.

Administrative Offices: