

# **The Doctor(s) said "get your affairs in order" Help! What does that mean?**

We recommend that you attach this list, with papers bearing the listed information, to your copy of your Raha Kudo Membership Form. Keep them together in a secure but readily available folder which can be easily found after death.

**Include a note regarding any provision for partial or full payment in advance of funeral costs, including title and location of account, its number, and:**

- a dated list of additional details on the final disposition of your body, such as:
- names and addresses of recipients of donation of your body
- or of specific organs,
- cemetery plot description and location
- or columbarium niche number and description
- any desired inscription,
- place of scattering of ashes,
- or details of desired services.

**Provide us with a dated list of any expected death benefits such as:**

- Social Security lump sum death benefit,
- Veterans Administration reimbursement for funeral and cemetery costs (a copy of discharge papers ready for use in making the claim may prove useful)
- lump sum payment or cancellation on a pension
- credit union account
- accident insurance or mortgage
- dated list of all life insurance policies in force including serial numbers:

**Dated list of the following:**

- location and appropriate numbers and combinations of safe deposit box(es), strong boxes, safes and their keys.
- credit cards and charge accounts, with serial numbers.
- list of merchandise or property on which payments must be made, with dates and amounts.
- list of bank, credit union, building and loan, and stock brokerage accounts with serial numbers.
- list of securities and property which you own.
- list of names and addresses of your lawyer, accountant, next-of-kin and executor of your estate.

- list of all important papers in your safe deposit box(es).
- list of all important papers and other valuable items not kept in your safe deposit box, with their locations, such as:
  - insurance policies,
  - automobile title slips,
  - bank books,
  - income tax returns,
  - birth marriage and divorce certificates,
  - discharge paper
  - jewelry
- A copy of your will and note of the location of the original
- list of newspapers/magazine/journal subscriptions,
- book and record clubs to which you belong
- any other organizations to which you belong.

### **Check list of items for NEXT-OF-KIN.**

Some or all these tasks will need to be done at time of death. We recommend that this check list be attached to the other papers mentioned above:

- Consult written directions for funeral arrangements and disposition.
- Notify all insurance companies
- Notify Social Security office and Veterans Administration if eligible for benefits. (The funeral director may assist in this.)
- Check for other death benefits such as:
  - credit union accounts,
  - pensions, etc.
- Notify mortgage lenders
- Notify book and record clubs,
- Notify magazine subscriptions,
- Notify banks,
- Notify stock broker
- Notify credit card companies
- Notify merchants where deceased had accounts.
- Notify Post Office of forwarding address to survivor or executor.
- Notify the funeral director named on the Membership Statement form.
- Ask for enough copies of the death certificate for life insurance claims and similar demands.
- Notify medical school, eye bank, or similar organization if arrangements have been made for donation of body or organs.
- Decide on time and place of service, if any, in consultation with clergyman, reader, or other appropriate persons.
- List and notify:
  - musician,
  - reader,
  - pall bearers,

- others who may participate in the service
- immediate family,
- close friends,
- employer,
- union,
- lawyer,
- accountant
- executor or administrator of estate.
- distant people to be notified and arrange for letter.

**Here is what the newspaper is likely to want:**

- full name,
- age,
- place of birth
- place of death,
- cause of death,
- occupation,
- degrees,
- memberships,
- military service,
- outstanding work,
- survivors in immediate family,
- time and place of services, if any

**Good ideas**

- Keep lists of :
  - calls,
  - flowers,
  - notes and arrange for acknowledgment.
- Make needed household arrangements for:
  - child care
  - hospitality for visiting relatives.

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