

YOUR FINAL INSTRUCTIONS

...Making Your Funeral/Memorial Arrangements

What do I need to do first? Who do I need to contact? Where do I find all of the necessary paperwork? There are hundreds of questions to be answered when the time comes to making these final arrangements. Do you know what to do? Do you know where all of the necessary paperwork is located? Have you instructed your next of kin about what type of service you desire?

In an effort to better serve you and your loved ones, let us discuss these and other questions regarding what to do, when to do it and how to make the necessary arrangements.

We have prepared a form for you or your loved ones to fill out. Sit down with your loved one/s and fill out a form for each person. Retain this form in a safe place where others know where it is located in time of need. Remember this is not a legal document, but rather a tool to assist you and your family in honoring your final instructions.

Grief naturally follows the loss of a loved one. During such an emotional time, it's hard to make decisions; however, there are necessary arrangements that must be made. Knowledge is an asset, the real value of which is most evident in time of urgent need.

Why think about your final instructions now? Because it is human nature to put unpleasant thoughts out of your mind, most people seldom think or talk about death. As a result, few people are even remotely prepared when death does occur. Many important decisions must be made, and there is little time for investigation or reflection. Unless some thought has been given to your final instructions before they are necessary, people must try to be calm and logical at a time when it might be difficult to do so. During this session, we will attempt to assist you in answering these and other questions and will give you a form to assist you in making these decisions.

Full Name _____ Maiden Name _____
Address _____
City, State, Zip _____
Date of Birth _____
Place of Birth _____

At the completion of my course of life here on earth, I would like my family to use the following information, requests, and suggestions in the plans for my funeral service and arrangements.

I would prefer (please check the appropriate spaces):

- Memorial Service, burial preceding Casket closed
- Memorial Service, burial following Casket open prior to service
- Memorial Service, cremation following
- Memorial Service, cremation preceding
- If cremation, where to place ashes: urn/burial or scattered where
- Memorial Service only
- Interment to be public Interment to be private
- Donate body to medical science
- Type of burial vault
- Casket closed Casket open prior to service
- Casket open during service Casket open following service
- Family visitation time (evening before, before or after service)
- Video/photographs to be displayed at visitation/service

Your Final Instructions

Personal Information

Vital Statistics and Historical Record

Name _____

Birth Date _____

Birth Place _____

Job Title _____

Social Security # _____

Medicare # _____

Medicaid # _____

Employer (or retired from & how many years worked for) _____

Single _____ Married (how long) _____ Widowed _____ Single Again _____

Spouse _____

Resident of (city) _____ since _____

Father's Name _____

Mother's Maiden Name _____

Names, addresses, phone numbers of spouse and children

Veterans complete this section:

Name of War _____ Service Number _____

Branch of service _____ Where served _____

Place enlisted _____ Date enlisted _____

Place discharged _____

Duties while in the service _____

Medals and Honors received _____

Rank and rate at time of discharge _____

Location of discharge papers _____

Insurance Information

Company/Agent _____ Agent _____

Life Insurance _____

Hospital/ Medical _____

Auto Insurance _____

Home Insurance _____

Disability Insurance _____

Will or Trust _____

Checking/Savings Accounts _____

Liabilities _____

Please note on this form if you have credit life insurance on any of the accounts.

Utilities (gas, water, electricity, telephone)

_____	_____
_____	_____
_____	_____
_____	_____

Other (unions, lodges)

_____	_____
_____	_____
_____	_____

Clubs/Organizations/Education Memberships to cancel.

_____	_____
_____	_____
_____	_____
_____	_____

VERY IMPORTANT – Make sure that **ALL** telephone numbers are written down next to each account listed above.

Names, Phone numbers of close friends, Doctors, Lawyers, Financial Advisors to notify:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Be sure that the executor of your estate knows where all wills, trusts, bonds, stocks, savings, checking accounts are located. This person should also be a co-signer on your checking account, safe deposit box and other accounts and know the location of birth certificates, certificates of marriage, divorce decree and other valuable papers, jewelry and family treasures. Keep a copy of your most income tax return and property tax paid in your safe deposit box. It is a good idea to denote in your will that you wish to have family treasures. You can even put their name on it. The executor of your estate should have power of attorney or durable power of attorney (better than power of attorney in case you become legally incompetent) and medical power of attorney. The executor should also have a copy of your living will. The living will makes it easier for a person to know how to make difficult health care decisions on a relative's behalf and can help to avoid family conflict. Be sure to give each of your doctor's and hospitals a copy of your living will and DISCUSS it with each doctor!

Remember that it is always a good idea to put telephone numbers for each company or person that needs to be contacted. Always buy at least 6-8 extra death certificates. The funeral home will take care of notifying social security for the family. (Make sure, by asking at time of making arrangements). They will also order flags for veterans. You must make arrangements to purchase the marker for the gravesite. If it is a double marker and one spouse is already deceased and marker is in place, it is your responsibility to notify someone to put dates on after burial.