



## Death Notification Checklist

When a family member or friend has died, notifying the appropriate entities in a timely manner is of the highest importance. Notification reduces the risk of identity theft and sets in motion the last wishes of the deceased.

### Keep In Mind What Is Needed

1. A copy of the death certificate
2. The social security number
3. You may need the driver's license or state ID
4. If you are the Executor of the Estate, a copy of the document giving you the legal appointment to represent the deceased.

Check with the funeral home to see if any notifications have been made before you begin. Otherwise, you will initially make all notifications by telephone carefully following all instructions each entity provides.

## List of Agencies

### Government Agencies

- Social Security Administration, 800-772-1213
- Veteran's Administration (if decedent was formerly military).
- Defense Finance & Accounting Service, 800-269-5170 (military service retiree receiving benefits).
- Office of Personnel Management, 888-767-6738 (if decedent is a retired or former federal civil service employee).
- U.S. Citizenship & Immigration Service, 800-375-5283 (if decedent was not a U. S. Citizen)
- State Department of Motor Vehicles – If decedent had a driver's license or state ID, contact the government agency for the state in which he/she resides.

### Financial Companies

- Credit card and merchant card companies
- Banks, savings and loan associations, and credit unions
- Mortgage companies and lenders
- Financial planners and stockbrokers
- Pension providers

### Insurance and Annuity Companies

- Life insurers and annuity companies
- Health, medical and dental insurers
- Disability insurer
- Automotive insurer
- Mutual benefit companies



## Memberships

- Professional associations and unions
- Health and athletic clubs
- Auto clubs
- Public Library
- Alumni clubs (high school, college, training schools)
- Rotary, Kiwanis, Lions, Veterans' organizations and clubs

## Do Not Contact Lists

For a small fee you may want to consider placing the name of your loved on the "Deceased Do Not Contact List" which is maintained by the Direct Marketing Association. Once the name has been posted, all members of the DMA will delete this name from their mailing lists.

- Direct Marketing Association <https://www.ims-dm.com/cgi/ddnc.php>

## Credit Reporting Agencies

It is recommended that all three national credit reporting agencies be notified of the death of your loved one. Request that all accounts be listed as "**Closed. Account Holder is Deceased**". Again, this helps to reduce the risk of identity theft. As indicated above, you will need copies of the death certificate, identifying information for the deceased, and a copy of your appointment as Executor. Check with each agency for the proper forms to complete the notification.

You may also wish to request a credit report to obtain a list of all creditors and to review recent activity on the accounts. Follow the steps for each agency to request a report.

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| <input type="checkbox"/> Experian<br>P. O. Box 9701<br>Allen, TX 75013<br><br>www.experian.com<br><br>PH: 888-397-3742 | <input type="checkbox"/> Equifax<br>P.O. Box 105069<br>Atlanta, GA 30348<br><br>www.equifax.com<br><br>PH: 800-525-6285 | <input type="checkbox"/> TransUnion<br>P. O. Box 6790<br>Fullerton, CA 92834<br><br>www.transunion.com<br><br>PH: 800-680-7289 |
| <input type="checkbox"/> Credit Report Requested   | <input type="checkbox"/> Credit Report Requested  | <input type="checkbox"/> Credit Report Requested   |